DOCUMENT RESUME

ED 073 779 LI 004 189

TITLE	Report on a Cost Study of Specific Technical Processing Activities of the California State University and Colleges Libraries.
INSTITUTION	California State Univ. and Colleges, Los Angeles. Office of the Chancellor.
PUB DATE	Feb 73
NOTE	123p.;(0 References)
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	*College Libraries; *Cost Effectiveness; *Library Technical Processes; *University Libraries

ABSTRACT

The California State University and Colleges (CSUC) system consists of 19 institutions located throughout the state. As a prerequisite for library automation an analysis and cost study of technical processing functions was undertaken in all 19 libraries of the system. The purpose of the study was to provide CSUC librarians with accurate cost figures for their own operations as well as a means of comparing costs based on a standardized methodology. The study was to facilitate comparisons among similar functions in several libraries as well as between current manual operations and projected operations in a computerized mode. Four summary sheets are provided for the 19 libraries, namely, a general summary, a unit cost summary, a production unit summary, and a bibliographic search summary. In addition, an activity detail analysis is provided for the participating libraries. This report represents raw unevaluated data and does not reflect total costs of the technical processing operations in the participating libraries. (Author/SJ)

ED 073779

A1
L1

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

FILMED FROM BEST AVAILABLE COPY

REPORT ON A COST STUDY OF SPECIFIC TECHNICAL PROCESSING ACTIVITIES of the CALIFORNIA STATE UNIVERSITY AND COLLEGES LIBRARIES

The California State University and Colleges
Office of the Chancellor
The Division of Academic Program and Resource Planning

February, 1973

LI 004 189

Table of Contents

	Page
Report	
Acknowledgments	1
Introduction	3
Methodology	4
Implementation	5
Results	6
Data Section	7
General summary	7
Unit cost summary	7
Bibliographic search summary	7
Production unit summary	8
Activity detail for each library	8

Appendices

A. Standardized Technical Processing Activities, Scope of Functions Performed
B. Instructions for Completing Function Worksheets
C. Instructions for Completing Production Unit Summary Report
D. Factorials Used to Derive Summary Totals and Unit Costs
E. Function Worksheet
F. Production Unit Summary

ACKNOWLEDGMENTS

The cooperation and assistance of hundreds of library staff members and student assistants in the 19 California State University and Colleges libraries is gratefully acknowledged. Their willingness to undertake a lengthy and detailed data collection task in addition to their regular duties made this study possible.

Thanks is also due Mr. John Kountz, Coordinator of Library Automation and Mr. Daniel DuBois, Library Systems Analyst, Office of the Chancellor, for their technical assistance. The programs (and accompanying documentation) used to process and display the data in this report are available for the cost of duplication. For further information contact Mr. John Kountz, Library Systems Project, Office of the Chancellor, The California State University and Colleges, 5670 Wilshire Boulevard, Los Angeles, California 90036.

Copies of this document and the program documentation are available from the ERIC Document Reproduction Service, LEASCO Information Products, Inc., P.O. Drawer O, Bethesda, Maryland 20014.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

TECHNICAL PROCESSING COST STUDY - 1972

Project Team: Martha W. West, Director
Assistant Professor
Department of Librarianship
California State University, San Jose

Jill Le Croissette
Assistant University Librarian (Technical Services)
California State University, Los Angeles

Margo Westgaard
Assistant Librarian (Technical Services)
California State University, San Francisco

Ransom M. Wood
Associate for Library Development
Office of the Chancellor
The California State University and Colleges
Los Angeles, California

REPORT OF
CSUC TECHNICAL PROCESSING COST STUDY

INTRODUCTION

The California State University and Colleges (CSUC) system consists of 19 institutions located throughout the State with clusters in the Los Angeles and San Francisco Bay areas. The oldest of these campuses dates from 1857; the newest began operation in 1970. All of the campuses offer Master's degree programs and several offer joint doctorates with the University of California.

As might be expected from the diversity of location, age, and academic programs, there is considerable variation among the 19 CSUC libraries. This variation may be characterized for any one library according to the nature of the collection, its age and size, number, distribution of staff, as well as the diversity in organization and operational style which represents the individual needs of each campus. Taking budget and collection size as determining factors, the system may be described as consisting of six large libraries, seven medium size libraries, and six small libraries. Thus, although the methodology of data collection was the same in each of the libraries, the results cannot be considered completely comparable. This point must be kept in mind in interpreting the raw data presented in any report on library operations, but especially in this one.

The California State University and Colleges have long been examining automation as a possible means of alleviating the many library problems arising from increased demands for service during a period of limited budgets for both materials and personnel. Various groups within the CSUC have made recommendations regarding this issue, but it was not until early 1971 that the Board of Trustees formally accepted library automation as one of its priorities, and budgeted funds for systemwide implementation.

One of the major prerequisites for library automation is a thorough analysis and understanding of existing manual operations. This understanding is essential for preparation of a cost-benefit analysis of the projected system as well as for planning the transition to automation. Earlier recommendations focused on library technical processing functions as most amenable to and most likely to benefit from automation.

Consequently, the Steering Committee of the CSUC Council of Library Directors, in October, 1971, recommended that an analysis and cost study of technical processing functions be undertaken in all 19 libraries of the system. The purpose of the study was to provide CSUC librarians with accurate cost figures for their own operations as well as a means of comparing costs based on a standardized methodology. The study was to facilitate comparisons among similar functions in several libraries as well as between current manual operations and projected operations in a computerized mode.

The impetus for this decision to undertake a systemwide cost study was the report presented to the Steering Committee by Ransom Wood, Associate for Library Development, Office of the Chancellor, and Gordon Martin, Library Director, California State University, Sacramento, on their investigation of alternative methods of centralizing book processing available to CSUC libraries. In addition to visiting The California State Library, at its invitation, Wood and Martin also visited the Richard Abel and Company, Inc., facilities in Portland, Oregon; the Colorado Academic Libraries Book Processing Center (CALBPC) in Boulder; the Ohio College Library Center in Columbus; and Stanford University's Project BALLOTS. Proposals were received from two commercial firms: Information Dynamics Corporation, Inc., and Information Design, Inc., to provide bibliographic data on a systemwide basis. None of these systems appeared appropriate at that time for implementation by the CSUC libraries. One of the by-products of the visit to Stanford University was the knowledge of the recently completed study made by four academic libraries, including CSU, San Jose, of the feasibility of extending BALLOTS to network operation. Part of this feasibility study was a modified cost study which appealed to the Steering Committee as being uniformly applicable to CSUC libraries but not placing a heavy data gathering burden on library staffs.

METHODOLOGY

The Technical Processing Cost Study (hereinafter referred to as TPCS) project team, established under Ransom Wood, consisted of Martha West, Department of Librarianship, CSU, San Jose, as Project Director; Jill Le Croissette, Assistant University Librarian, CSU, Los Angeles; and Margo Westgaard, Assistant Librarian, CSU, San Francisco. Evaluation of BALLOTS cost study methodology revealed inadequacies for direct CSUC library application since that study was designed to relate specifically to the BALLOTS-MARC module and thus addressed only a portion of the significant technical processing functions. Therefore, after examination of studies reported in the literature, a new and more detailed analysis of the functions was devised that borrowed freely from the procedures used in the Colorado Academic Libraries Book Processing Feasibility Cost Study. The resulting structure was intended to incorporate the best features of that study while reducing and simplifying individual library data-gathering requirements. Over 90 activities grouped into 14 functions were defined (Appendix A) and forms designed for reporting time spent in performing those activities (Appendix E). A major concern of the TPCS Project Team was that the study be task and not personnel oriented. Therefore, instructions (Appendix B) emphasized that all working hours were not required to be reported; only time actually spent in performing the defined tasks and category "other" tasks was to be reported. For this reason, functions were broken down into the smallest logical components and definitions were made extremely detailed. (Experience in conducting the study indicated that these breakdowns and details were perhaps too fine to be of real value.) This is the primary difference between the CSUC TPCS and that of CALBPC. There were three reasons for this detailed analysis of

technical processing functions: 1) to eliminate the natural tendency of individuals to report in their own favor; 2) to more easily identify those areas most likely to be impacted by automation; and 3) to provide the libraries with management information which would be of value with or without automation.

In order to flatten the "natural improvement" curve and to obtain a more representative picture of activities, it was decided to conduct the study over a three-month period with the libraries submitting their time sheets on a weekly basis. A coordinator was appointed in each library to see that instructions were followed by those participating and also to act as a contact with the project team.

This plan was presented to the CSUC Council of Library Directors at their meeting in December 1971 and accepted for implementation in the spring of 1972.

IMPLEMENTATION

Instructions and forms were distributed to the 19 CSUC libraries early in 1972, and a one-week trial of the procedures was undertaken during the week of January 24-28, 1972. Meetings of all coordinators were held to clarify problem areas identified during the trial run and to amend and/or expand activity definitions. In addition, members of the project team were available for consultation throughout the study. Actual data collection took place during the period February 14-May 12, 1972.

The coordinator in each library collected the worksheets, checked to see that they were complete and consistent and filled out the weekly production unit summary sheet (Appendix F). No editing was done at the institution level. The forms were then forwarded to the data collection point in the Chancellor's Office. Calculation of hourly salary rates, consolidation of forms and other editing required for keypunching was done by graduate students from the Library School at the University of Southern California on a part-time basis.

An extremely flexible system consisting of three programs was designed and written to summarize and display the data collected. This system is available for any library project requiring labor cost accounting and will handle all library functions where direct labor is involved.

Preliminary examination of the worksheets indicated that there was considerable diversity in reporting activities during the first few weeks of the study in spite of the attempts made to prevent this. Therefore, the decision was made to exclude data collected during the first three weeks of the study and to analyze only that collected during the ten-week period, March 6-May 12, 1972.

It was further decided that the Report of a Technical Processing Cost Study be issued in two parts, in order to return results to the participating libraries as rapidly as possible. Therefore, this part consists only of computer-produced summary data and a brief guide to the interpretation of these data. A more detailed analysis will be produced if required, but depending upon the availability of funds.

RESULTS

Four summary sheets are provided for the 19 libraries, namely, a general summary, a unit cost summary, a production unit summary, and a bibliographic search summary. In addition, an activity detail analysis is provided for the participating libraries, each of which is identified by a randomly assigned code letter.

In examining the costs reported, both on the summary sheets and in the activity detail, it must be remembered that these do not reflect total costs of technical processing operations but only the costs for the activities defined in the study methodology. Time is reported in quarter-hour segments, and costs in whole dollars, except for unit costs. Differences between totals reported in this summary and those in the individual library activity detail are due to the use of different methods of rounding in order to produce total dollar figures.

The factorials used to derive summary totals and unit costs are given in Appendix D. For the general summary and unit cost summary, high, low and average figures (indicated by H, L, and*) are given. Activities reported in Administration are not included in calculating totals for the summary figures. It became obvious during the analysis that there was ambiguity in the activity definitions for Administration and too much variety in the manner of reporting Administration activities for these figures to be meaningful. They are, however, reported in the activity detail for each library. Since bibliographic search represents such a large percentage of the workload in technical processing activities, it was decided to display information on this activity in summary form, even though unit costs could not be identified. However, some error has been observed, made either in reporting or keypunching of time spent in searching CARDSET and MCRS. These errors should be noted: Libraries C and I do not subscribe to CARDSET; libraries H, K, N, O and Q do not subscribe to MCRS, but library K subscribes to CARDSET.

In the activity detail for each library, times and costs are reported by class of library staff, i.e., professional, library assistant (a separate category in the CSUC system), clerical and student assistant.

Within the total for each library, sub-totals are given for each function as well as for the functional grouping of Acquisitions, Cataloging, and Administration. A grand total is also displayed.

It must be reiterated that this report represents raw unevaluated data and does not reflect total costs of the technical processing operations in the 19 participating libraries. It is a report of costs, in hours and dollars, spent in performing certain specified tasks. These tasks do, however, show the range of activities required for the acquiring, cataloging and processing of materials for academic library collections.

DATA SECTION

The print-out which follows represents the reduction of direct labor time reported by the technical processing groups of the 19 CSUC libraries over a ten-week period. To perform this data, reduction input sheets filled in at each library (sample attached) were keypunched to yield 61,397 cards which were then processed through the Library Systems Projects Library Labor Cost Accounting System.[1] Each of the report types constituting this study are discussed below.

SUMMARY (Report page 1)

Here are displayed the aggregate dollars expended, library by library, for the functions comprising technical processing. The factorials used to develop the data in this summary are detailed in Appendix D. Note that unit costs were developed wherever production units could be reported. For related acts (activities) no specific unit for reporting could be determined, thus, no unit cost is developed. To facilitate a quick review of the summary, the percentage of the dollar outlay for each function on a library by library basis has been computed. Similarly, on a function by function basis the high (H), median (*) and low (L) figures for dollars, unit costs and percentages are displayed.

UNIT COST SUMMARY (Report page 2)

The aggregate costs for specific activities at each library are displayed. To develop this, the production units (reference sample form, Appendix F) reported during the study period were divided into the accumulated costs for each of the activities represented. As with the summary report, high (H), median (*) and low (L) costs are identified. Note that, since all libraries do not perform the identical same activities in technical processing the term "NO U" (no units) is displayed wherever production units were not reported. In one instance a "NO U" was found to be low (L) since an insignificant cost had been reported for the particular activity (volumes bound). This cost is probably an error in reporting.

BIBLIOGRAPHIC SEARCH SUMMARY (Report page 3)

The four bibliographic search types (General, National Union Catalog, Micrographic Catalog Retrieval System and CARDSET) relate to the

---

[1] Library System Project: Library Labor Cost Accounting System Program ID D500 date October 16, 1972. Documentation available from the Office of the Chancellor, The California State University and Colleges.

process of bibliographic data verification and validation which is intimately tied to the acquisitions and cataloging functions of technical processing. While General and NUC search relate only to hard copy, MCRS and CARDSET are microform file services contracted for by the libraries reporting them. Thus, the indicator (NO D) applies where no data were reported and by implication signifies the service is not utilized by the particular library. Note that total time and cost only are reported for bibliographic search.

PRODUCTION UNITS (page 4)

All production units reported by the libraries during the study period are displayed here.

ACTIVITY DETAIL/ALL MEDIA (subsequent detail sections)

The remainder of the report is composed of a set of separate reports, one for each library displaying all data developed (except production units) during the study period. The data used consists of the times reported by specific personnel categories. These times were then extended by the applicable hourly rates and summarized along broad personnel categories (professional, library assistant, clerical and student assistant).

The resultant times and costs were then reported on an activity by activity basis for each library. The activities used relate directly to the Function Worksheet (Appendix E) activities.

TECHNICAL PROCESSING COST STUDY - 1972

SUMMARY

LIBRARY CODE	***** ORDERING ***** $	$/UNIT	%	**** CATALOGING **** $	$/UNIT	%	**** PROCESSING **** $	$/UNIT	%	* RELATED ACTS * $	%	TOTAL $
A	5,469	.70	18.5	7,120	2.61	24.1	5,131	1.26	17.4	11,821	40.0	29,541
B	4,319	1.77	21.1	4,864	2.05*	23.8	5,362	1.85	26.2	5,913	28.9L	20,458
C	3,833	.97	26.0	1,651L	.68L	11.2L	3,128	1.07	21.2	6,155	41.7	14,767
D	7,506	1.10	17.6	12,716*	2.03	29.7	6,730	1.44	15.7	15,816	37.0	42,768*
E	4,580	1.23	19.7	7,536	2.21	32.3	3,446	.44L	14.8	7,747	33.2	23,309
F	6,995	1.42	19.0	12,629	2.59	34.3	4,704	.73	12.8	12,439	33.9	36,827
G	1,808L	.60L	15.8	2,629	.69	23.0	3,084	.64	27.0H	3,838L	34.1	11,409L
H	7,804	.69	26.6	8,655	2.64	29.5	4,119	.87	14.1	8,728	29.8	29,306
I	2,580	1.23	15.5	4,537	1.38	27.2	3,214	2.14H	19.2	6,368	38.1	16,699
J	12,851	1.93	21.8	13,943	2.02	23.7	6,171*	.49	10.5L	25,955	44.1H	58,920
K	8,846	1.97	13.2L	18,984H	.94	28.4*	13,055H	.56	19.5	26,070H	38.9	66,955H
L	9,532	1.24	18.6*	15,678	1.81	30.6	9,719	1.31	18.9	16,386	31.9	51,315
M	11,615	1.72	20.5	14,294	1.90	25.3	9,871	1.03*	17.4	20,833	36.8	56,613
N	5,806	.63	13.5	15,737	2.76H	36.6H	7,932	1.07	18.4	13,542*	31.5	43,017
O	8,748	.83	18.3	15,221	2.41	31.9	6,496	.96	13.6	17,247	36.1	47,712
P	17,992H	5.37H	27.0	13,185	1.86	19.8	11,652	1.58	17.5*	23,834	35.8	66,663
Q	7,220*	.78	14.8	15,902	2.15	32.6	9,034	.97	18.6	16,621	34.0	48,837
R	10,341	1.08*	16.0	18,870	2.58	29.2	12,570	1.94	19.5	22,852	35.4*	64,633
S	4,998	1.28	30.4H	3,464	2.15	21.1	2,568L	.76	15.6	5,424	33.0	16,454
TOTAL	142,843			207,615			128,046			267,639		746,263

TECHNICAL PROCESSING COST STUDY - 1972

UNIT COST SUMMARY

LIBRARY CODE	PROCESS REQUEST	TITLE ORDERED	TITLE RCVD	VOLUME RCVD	VOLUME ADDED	LC CATALOG	ORIG CATALOG	CARD SETS	VOLUME PROCESS	VOLUME BOUND	VOLUME MEND
A	.29	.41	.07L	.20	.54	.87	8.16H	.85	.41	1.85	.54
B	.94	.83	.08	.04L	.37	1.02	7.02	1.40	.45	NO U	.48
C	.51	.46	.65	.53	.13	.25	1.35	.53	.54H	.88	2.26
D	.52	.57	.63	.23	.50	.57	2.00	1.04	.40	1.22	1.84
E	.67	.56	.40	.29	1.25H	.56	1.75	.17L	.27	.14	3.40H
F	.70	.72	.86	.50	.97	.80	3.08	.53	.21	2.43	.64
G	.26	.33L	.25	.24	.20	.21L	.47L	.44	.20	.42	.50
H	.23L	.46	.50	.22	.74	.99	2.64	.60	.27	.68	.82
I	.27	.95	.66	.39*	.05L	.56	3.74	1.80H	.34	.79	.37
J	1.32	.61	.56	.16	.13	.75	3.85	.35	.14	.47	1.72
K	.69	1.28H	.56	.50	.22	.25	5.67	.45	.12	3.20	.83
L	.72	.52	.66	.25	.11	.86	3.42	1.10	.22	1.89	.38
M	.69	1.03	1.02	.97	.17	.73	2.86	.94	.09L	.83	.79
N	.23	.40	.95	.90	.17	1.95H	1.89	.71	.36	.83	.91
O	.48	.35	.34	.50	.39	.88	4.64	.60	.36	NO UL	.25L
P	4.63H	.74	1.94H	1.40H	.51	.55	1.95	1.22	.36	4.10	.26
Q	.39	.40	.48	.41	.32	.73*	2.98*	.70*	.28	.88*	.35
R	.52*	.56*	1.31	.76	.33*	1.36	2.04	1.48	.46	NO U	.62*
S	.60	.68	.62*	.37	1.20	.72	3.01	.48	.28*	25.41H	.50

TECHNICAL PROCESSING COST STUDY - 1972

BIBLIOGRAPHIC SEARCH SUMMARY

LIBRARY CODE	* GENERAL SEARCH * $	HRS	*** NUC SEARCH *** $	HRS	****** MCRS ****** $	HRS	***** CARDSET ***** $	HRS	****** TOTAL ***** $	HRS
A	1,950	629	679	193	537	187	NO D	NO D	3,166	1,009
B	1,463	466	514	179	489	222	NO D	NO D	2,466	867
C	1,502	590	406	208	NO D	NO D	2	1	1,910	799
D	3,818	1,283	602	189	562	205	NO D	NO D	4,982	1,677
E	1,884	463	629	202	313	117	NO D	NO D	2,826	782
F	3,779	1,255	2,783	777	531	184	NO D	NO D	7,093	2,216
G	359	125	1,144	331	NO D	NO D	NO D	NO D	1,503	456
H	1,933	811	906	273	78	30	NO D	NO D	2,917	1,114
I	1,097	531	663	293	NO D	NO D	5	3	1,765	827
J	4,995	1,437	2,864	874	1,349	488	NO D	NO D	9,208	2,799
K	4,712	1,429	2,241	590	29	9	231	72	7,213	2,100
L	3,340	925	1,639	540	NO D	NO D	NO D	NO D	4,979	1,465
M	7,464	2,512	1,081	323	NO D	NO D	NO D	NO D	8,545	2,835
N	4,515	1,180	1,042	407	4	1	NO D	NO D	5,561	1,588
O	4,341	1,389	1,673	512	9	3	NO D	NO D	6,023	1,904
P	8,273	2,980	1,733	589	NO D	NO D	NO D	NO D	10,006	3,569
Q	3,611	1,058	3,329	1,029	13	3	NO D	NO D	6,953	2,090
R	6,224	1,628	1,274	364	NO D	NO D	12	7	7,510	1,999
S	1,890	480	492	135	629	252	NO D	NO D	3,011	847
TOTAL $	67,150		25,694		4,543		250		97,637	
HRS		21,151		8,008		1,701		83		30,943

TECHNICAL PROCESSING COST STUDY - 1972

PRODUCTION UNITS

LIBRARY CODE	PROCESS REQUEST (A)	TITLE ORDERED (B)	TITLE RCVD (C)	VOLUME RCVD (D)	VOL/COPY ADDED (E)	LC CATALOG (F)	ORIG CATALOG (G)	CARD SET PROD (H)	VOLUME PROCESS (I)	VOLUME MEND (J)	VOLUME BOUND (K)
A	9,327	6,726	71,138	24,334	1,423	2,776	300	3,521	5,213	1,361	302
B	2,363	2,526	26,656	2,882	578	2,635	130	2,412	4,428	766	0
C	4,543	3,290	2,476	3,014	836	2,626	186	1,409	4,444	588	151
D	5,956	7,690	8,761	23,472	2,739	4,526	2,857	3,796	6,998	840	894
E	3,730	3,671	6,243	8,492	630	6,214	821	0	7,778	182	1,215
F	6,009	3,891	4,770	8,269	1,009	6,207	990	5,722	8,136	1,591	486
G	4,207	2,098	5,853	6,208	523	4,365	808	3,733	7,156	876	211
H	18,631	7,490	5,360	12,187	1,336	2,706	1,332	3,683	7,079	1,567	1,178
I	5,076	1,252	3,305	5,541	2,423	2,855	475	757	3,702	845	586
J	6,392	7,207	13,650	47,834	11,352	5,127	1,469	10,433	17,886	1,138	3,441
K	6,723	3,275	9,753	10,973	9,727	21,995	1,236	20,471	33,346	2,549	1,099
L	8,243	6,906	8,406	21,806	17,553	6,942	1,192	6,010	14,400	2,744	1,414
M	10,699	4,147	6,264	6,599	6,241	6,095	1,563	6,150	47,764	1,465	1,747
N	14,508	6,082	5,697	5,954	4,618	1,722	4,041	5,890	10,388	1,974	1,207
O	11,615	9,121	19,111	13,058	4,494	5,608	1,053	5,369	9,095	931	0
P	2,446	9,056	4,992	6,922	3,446	6,475	1,991	6,688	9,635	4,755	890
Q	12,385	6,115	7,995	9,348	4,506	6,337	1,568	7,932	11,712	3,287	957
R	10,990	8,307	4,997	8,623	3,831	5,864	1,962	5,797	8,728	3,727	0
S	5,309	2,692	3,339	5,568	224	3,119	273	2,771	4,036	765	17
TOTAL	149,152	101,542	218,766	231,084	77,489	104,194	24,247	102,544	221,924	31,965	15,795

TECHNICAL PROCESSING COST STUDY - 1372

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	3	.75	229	59.00	1,014	327.00			1,246	386.75
2 REQUEST	47	10.50	112	26.00	6	2.00			165	38.50
5 TYPE	4	.75	81	19.25	524	182.75	59	31.50	668	234.25
6 OTHER	24	4.75			26	8.75			50	13.50
SUB-TOTAL	78	16.75	422	104.25	1,570	520.50	59	31.50	2,129	673.00
B. ORDER										
7 SEARCH	100	22.25	506	132.25	1,101	390.50	2	1.00	1,709	546.00
742 SEARCH			13	3.00	26	9.50			39	12.50
743 NUC					29	10.75			29	10.75
744 MCRS			13	3.00	47	17.00			60	20.00
745 CARDSET										
8 VENDOR	2	.50	54	12.75	61	21.75			117	35.00
10 TYPE PO			15	4.00	629	216.50	52	19.00	696	239.50
11 REVISE			160	37.25	4	1.50			164	38.75
12 SIGN	3	.50	44	11.50	41	14.50			88	26.50
13 FILE			107	25.25	322	115.25			429	140.50
14 ENCUMBER			136	35.50	140	48.50			276	84.00
15 OTHER	1	.25	35	9.25	243	75.50			279	85.00
SUB-TOTAL	106	23.50	1,083	273.75	2,643	921.25	54	20.00	3,886	1,238.50
C. RECEIVE										
16 UNPACK	11	2.50	72	19.00	227	73.75	49	27.25	359	122.50
18 ON ORDER	3	.75	1	.25	156	51.00	56	21.25	216	73.25
19 KARDEX					834	282.00	155	68.50	989	350.50
20 COLLATE										
21 RETURN	15	3.25	9	2.25	246	79.75			270	85.25
22 ACCESS	10	2.25			2	.75			12	3.00
23 SOURCE	3	.50	2	.50					5	1.00
24 GIFT	1	.25	66	15.75	62	22.50			129	38.50
25 DISTRIB	39	7.25			304	110.00			343	117.25
26 RECEIPT			23	6.00	7	2.75			30	8.75
27 INVOICE	7	1.50	180	47.00	407	133.75	60	22.50	654	204.75
28 EXPEND			123	32.00	34	12.25			157	44.25
29 OTHER	220	53.50	74	18.75	989	321.25	372	161.00	1,655	553.50
SUB-TOTAL	308	71.75	550	141.50	3,268	1,088.75	692	300.50	4,819	1,602.50
D. POST CAT										
30 CLEAR	2	.50	98	23.50	174	64.00	29	17.25	304	105.25
31 FILE			62	16.25	19	6.25	6	2.50	87	25.00
32 NOTIFY	20	3.25	1	.25	126	42.75	8	4.50	155	50.75
33 LIST			52	15.50	52	17.00			104	32.50
34 OTHER	20	4.25	5	1.25					25	5.50
SUB-TOTAL	42	8.00	218	56.75	371	130.00	43	24.25	675	219.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	297	07.25	367	104.25	361	121.25	11	6.50	1,036	289.25
36 CLAIMS			5	1.25	134	43.00			139	44.25
37 CANCEL			14	3.75	112	37.25			126	41.00
38 O.P.	15	3.50	1	.25	420	134.00			436	137.75
39 INQUIRY	16	3.00	217	63.75	293	96.75			526	163.50
40 OTHER			21	5.50	118	37.25			139	42.75
SUB-TOTAL	328	83.75	625	178.75	1,438	469.50	11	6.50	2,402	718.50
SUB-TOTAL	863	183.75	2,899	755.00	9,690	3,130.00	859	382.75	13,911	4,451.50
II. CATALOG										
F. PRE CAT										
41 SORT	4	.75	25	6.75	75	25.00	15	9.00	119	41.50
42 SEARCH	4	.75	8	2.00	127	46.50	18	9.50	157	58.75
43 NUC	367	67.75	140	42.75	201	70.75	2	1.00	650	182.25
44 MCRS	76	13.50	52	16.25	297	103.25	58	33.75	477	166.75
45 CARDSET										
46 OTHER	37	7.00	7	2.00	1	.25	4	2.00	49	11.25
SUB-TOTAL	422	89.75	232	69.75	701	245.75	97	55.25	1,452	460.50
G. LC DATA										
47 ORD CRDS										
48 REC LC					11	4.25	7	4.25	18	8.50
49 REC PS			2	.50			13	7.50	15	8.00
50 FILE							11	6.25	11	6.25
51 OTHER							2	1.00	2	1.00
SUB-TOTAL			2	.50	11	4.25	33	19.00	46	23.75
H. ADD C/V										
52 ADD C/V			63	18.75	657	220.25			720	239.00
53 OTHER	25	4.75			24	8.50			49	13.25
SUB-TOTAL	25	4.75	63	18.75	681	228.75			769	252.25
I. LC CAT										
54 MATCH	12	2.25	21	6.00	11	3.75	6	3.25	50	15.25
55 CATALOG	1,259	259.75	686	216.50	19	6.75			1,964	483.00
55A SL CHK	51	10.25	55	30.00	1	.50			107	40.75
56 REVISE	53	9.75	47	14.75					100	24.50
57 OTHER	55	9.75	48	15.25	1	.25			104	25.25
SUB-TOTAL	1,470	277.75	857	282.50	32	11.25	6	3.25	2,405	574.75
J. ORIG CAT										
58 CATALOG	2,252	456.75							2,252	456.75
59 REVISE	48	8.25	12	3.00					58	11.25
60 SL CHK	66	13.00							66	13.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	74	13.50							74	13.50
SUB-TOTAL	2,438	469.50	12	3.00					2,450	488.50
K. CRG PROC										
62 SET CDS										
63 MASTER	59	19.50	462	123.00	377	129.50			898	268.00
64 REV MSTR	72	18.25	147	43.75	92	28.50			309	88.50
65 MODIFY			9	2.50	251	85.50	6	3.50	266	91.50
66 REPRO			8	5.00	47	18.00	81	47.75	136	70.75
67 SORT			2	.50	1	.50	38	22.25	41	23.25
68 NO, A E	23	6.00	274	75.00	517	184.00	23	13.00	837	278.00
69 REV TYPE			90	28.50	2	.75			92	29.25
70 AUTH CD	13	2.50	20	5.25	40	13.00			73	20.75
71 X REF CD			5	1.50	16	5.50			21	7.00
72 OTHER	24	4.50	20	5.00	197	67.00	63	36.25	304	113.75
SUB-TOTAL	191	44.75	1,047	291.00	1,540	532.25	211	122.75	2,987	990.75
L. END PROC										
73 CIRC CD			24	7.50	246	86.00	155	86.75	425	180.25
74 BK PORT					2	.75	10	4.75	12	5.50
75 SPINE	4	1.00	44	11.25	43	14.75	209	103.50	300	130.50
76 FIX SLP					291	121.25	25	13.75	415	135.00
77 FIX REV										
78 STAMP			2	.25	24	20.25	48	24.50	106	45.00
79 JACKET							5	2.75	5	2.75
80 BINDERY			161	29.25	458	171.00			559	200.25
81 MENDING			8	2.00	244	78.00	489	255.00	741	335.00
82 REVISE	56	15.50	423	123.50	52	16.75	2	1.00	533	156.75
83 DISTRIB	1	.25	3	.75	1	.50	18	8.75	23	10.25
84 MANUAL	36	6.75	32	8.75	48	16.25	1	.75	117	32.50
85 OTHER	47	8.75			223	83.25	42	23.75	312	115.75
SUB-TOTAL	478	32.25	678	183.25	1,788	542.75	1,161	525.25	3,585	1,177.50
M. FILING										
66 SORT SL			14	3.75	34	12.50	4	2.50	52	18.75
67 FILE SL	2	.50	77	21.50	61	22.00	2	1.25	142	45.25
68 REV SL	6	1.00	19	3.75	2	.75			23	5.50
69 SORT CAT			13	3.75	18	6.25	52	32.50	123	42.50
90 FILE CAT	56	9.00	298	80.75	421	147.25	76	44.50	703	247.50
91 REV CAT	59	10.75	54	27.25	13	4.25			166	42.25
92 MAINTAIN	232	43.50	131	30.50	190	82.25	100	58.00	653	197.00
93 OTHER	80	22.50	22	5.50			1	.50	73	18.00
SUB-TOTAL	433	73.50	928	186.75	739	255.25	275	159.25	1,341	514.75
SUB-TOTAL	5,135	1,008.25	3,469	949.50	5,672	1,870.25	1,623	884.75	15,839	4,756.75
TOTAL $	5,258		3,544		14,762		2,482		23,546	
HRS		1,192.00		1,750.50		5,666.25		1,267.50		9,210.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR A/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	2,273	414.00	1,018	274.75	164	34.50	123	61.25	3,510	784.50
95 TRAIN	63	11.50	51	13.25	143	47.25	1	.50	258	72.50
96 ON CAMP	572	111.50	188	50.25	223	74.50			983	236.25
97 OFF CAMP	64	13.25	26	7.50	5	2.00			95	22.75
98 PUB SERV	258	57.75	124	32.50	167	52.00			549	142.25
99 OTHER	153	35.50	67	17.00	1	.25			227	52.75
SUB-TOTAL	3,385	643.50	1,466	395.25	643	210.50	124	61.75	5,622	1,311.00
SUB-TOTAL	3,385	643.50	1,466	395.25	643	210.50	124	61.75	5,622	1,311.00
TOTAL $	9,387		7,770		15,485		2,606		35,168	
HRS		1,839.50		2,145.75		5,210.75		1,329.25		10,521.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR B/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	20	5.25	156	35.75	247	87.00	5	2.50	434	130.50
2 REQUEST	171	35.50	115	28.00					286	63.50
5 TYPE	21	4.00	5	1.25	92	28.50	49	26.50	167	60.25
6 OTHER	79	14.75	2	.50					81	15.25
SUB-TOTAL	297	59.50	278	65.50	339	115.50	54	29.00	968	269.50
B. ORDER										
7 SEARCH	158	29.25	304	77.50	43	23.00	183	102.00	738	237.75
742 SEARCH	59	14.75	90	22.25			167	94.75	316	131.75
743 NUC	22	5.25	210	55.00	1	.25	100	53.75	333	114.25
744 MORS			8	2.00			297	167.50	305	169.50
745 CARDSET										
8 VENDOR	82	20.50	376	92.00					458	112.50
10 TYPE PO			120	29.75	502	162.25	28	13.75	650	205.75
11 REVISE	3	.50	37	10.00	89	27.50			129	38.00
12 SIGN			2	.50	30	9.50			32	10.00
13 FILE	13	2.75	49	13.00	452	151.00	1	.50	515	167.25
14 ENCUMBER			3	.75	6	2.00			9	2.75
15 OTHER	7	1.50					19	10.50	26	12.00
SUB-TOTAL	344	74.50	1,199	302.75	1,173	381.50	795	442.75	3,511	1,201.50
C. RECEIVE										
16 UNPACK	17	3.50	43	10.75	182	59.25	57	29.00	299	102.50
18 ON ORDER	18	3.75	4	1.00	263	89.25	9	5.00	294	99.00
19 KARDEX	7	1.50	520	117.75	420	148.25	32	16.50	979	284.00
20 COLLATE					3	1.00	4	2.00	7	3.00
21 RETURN			9	2.25	65	21.00		.25	74	23.50
22 ACCESS	2	.50			100	30.25			102	30.75
23 SOURCE										
24 GIFT	30	4.50	2	.50	25	9.00	35	19.25	92	33.25
25 DISTRIB					22	7.50	3	1.50	25	9.00
26 RECEIPT					6	2.00			6	2.00
27 INVOICE	7	1.75	82	20.25	221	72.25	3	1.25	313	95.50
28 EXPEND					2	.50			2	.50
29 OTHER							4	2.00	4	2.00
SUB-TOTAL	81	15.50	660	152.50	1,369	440.25	147	76.75	2,197	685.00
D. POST CAT										
30 CLEAR	155	26.25	8	2.00	7	2.25			170	30.50
31 FILE										
32 NOTIFY					1	.50	17	8.00	18	8.50
33 LIST										
34 OTHER										
SUB-TOTAL	155	26.25	8	2.00	8	2.75	17	8.00	188	39.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR B/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	234	21.00	81	18.75	165	53.50			380	93.25
36 CLAIMS	16	3.75	41	10.75	91	30.75			148	45.25
37 CANCEL			3	.75	25	8.25			28	9.00
38 O.P.	22	5.50	52	13.00	22	7.00	3	1.25	99	26.75
39 INQUIRY	87	16.75	288	65.50	172	58.50	21	12.25	548	153.00
40 OTHER			2	.50	15	5.25	1	.50	18	6.25
SUB-TOTAL	259	47.00	447	109.25	496	163.25	25	14.00	1,221	333.50
SUB-TOTAL	1,136	222.75	2,592	632.00	3,319	1,103.25	1,038	570.50	8,085	2,528.50
II. CATALOG										
F. PRE CAT										
41 SORT	43	7.25	12	2.50	1	.50	74	40.75	130	51.00
42 SEARCH	64	10.25	27	7.25	36	13.25			127	30.75
43 NUC	51	7.75	7	1.75	89	36.00	35	19.25	182	64.75
44 MCRS			110	28.25	74	24.00			184	52.25
45 CARDSET										
46 OTHER	109	17.75	119	31.00	44	16.25			282	65.00
SUB-TOTAL	277	43.00	275	70.75	244	90.00	109	60.00	905	263.75
G. LC DATA										
47 ORD CRDS			8	2.00	34	11.00	7	3.50	49	16.50
48 REC LC			55	14.25	26	8.00	11	6.00	86	28.25
49 REC PS			6	1.25	1	.50			7	1.75
50 FILE	4	.75					5	3.00	9	3.75
51 OTHER										
SUB-TOTAL	4	.75	69	17.50	55	19.50	23	12.50	151	50.25
H. ADD C/V										
52 ADD C/V	56	11.00	84	21.25	71	23.75	4	2.00	215	58.00
53 OTHER										
SUB-TOTAL	56	11.00	84	21.25	71	23.75	4	2.00	215	58.00
I. LC CAT										
54 MATCH	22	2.50	14	3.75	58	23.75	1	.75	85	30.75
55 CATALOG	1,841	367.00	433	109.00	122	50.25	17	10.00	2,439	556.25
55A SL CHK	71	17.00	19	5.00			9	5.25	99	27.25
56 REVISE	57	10.50							57	10.50
57 OTHER										
SUB-TOTAL	1,941	397.00	532	137.75	186	74.00	27	16.00	2,680	624.75
J. ORIG CAT										
58 CATALOG	653	129.25	12	3.00	38	12.75	1	.25	744	141.25
59 REVISE	114	21.75	6	1.25	3	1.00			123	24.00
60 SL CHK	26	4.25	7	1.75	24	8.25			47	14.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR B/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	367	12x.25	25	6.00	6x	22.00	1	.25	914	179.50
K. CRG PROC										
62 SET COS			17	4.75	81	27.75	1	.50	99	33.00
63 MASTER	6x	4.25	64	19.75	724	265.75			809	289.75
64 REV MSTR	25	4.25	98	25.25	18	6.25			141	35.75
65 MODIFY					14	5.00			14	5.00
66 REPRO					29	10.25			29	10.25
67 SORT			5	1.50	92	33.00			97	34.50
68 NO, A E			48	13.50	1,064	392.00			1,112	409.50
69 REV TYPE	66	14.50	223	59.75	101	35.25			416	109.50
70 AUTH CD			10	2.50	7	2.50			17	5.00
71 X REF CD	1	.25	354	97.50	25	8.25	3	1.50	383	107.50
72 OTHER			240	53.75	25	8.50			265	62.25
SUB-TOTAL	133	23.25	1,065	278.25	2,186	734.50	4	2.00	3,382	1,058.00
L. ENJ PROC										
73 CIRC CD			190	50.25	254	102.25	67	39.25	511	191.75
74 BK POST			8	2.25	122	42.50	38	22.00	168	66.75
75 SPINE			110	29.00	306	115.50	173	95.50	589	240.00
76 FIX SLP					159	50.25	152	81.50	311	131.75
77 FIX REV										
78 STAMP					45	15.50	109	61.50	154	77.00
79 JACKET					24	9.75	8	4.00	32	13.75
80 BINDERY	62	13.00			136	36.75	140	75.00	303	124.75
81 MENDING					313	100.25	43	22.75	362	123.00
82 REVISE	154	22.50	8	1.75	47	15.50			209	39.75
83 DISTRIB					38	12.25	11	5.00	43	17.25
84 WDRAWAL			8	2.00					8	2.00
85 OTHER					3	1.00	2	1.00	5	2.00
SUB-TOTAL	227	39.50	324	89.25	1,417	501.50	743	467.50	2,701	1,129.75
M. FILING										
86 SORT SL			2	.75	46	17.75	8	4.50	56	23.00
87 FILE SL	2	.25	5	1.75	62	24.00			69	26.00
88 REV SL	54	9.50	5	1.50					55	11.00
89 SORT CAT			30	10.25	93	34.25	73	33.25	204	83.75
90 FILE CAT			41	10.75	248	79.75	147	75.25	436	165.75
91 REV CAT	220	40.50	7	2.75					233	48.25
92 MAINTAIN	94	9.00	44	12.75	230	84.25	7	3.75	335	107.75
93 OTHER					21	7.00	22	10.25	43	17.25
SUB-TOTAL	366	59.25	142	37.50	700	247.00	257	133.00	1,431	486.75
SUB-TOTAL	3,787	727.00	6,218	954.25	4,548	1,772.25	1,166	633.25	12,379	3,786.75
TOTAL $	4,320		5,228		3,227		2,205		20,464	
HRS		343.75		1,288.25		2,075.50		1,203.75		6,315.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR B/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,966	240.75	308	72.75	16	5.00			1,882	318.50
95 TRAIN					30	10.50			30	10.50
96 ON CAMP	51	8.50	8	2.00	2	.75			61	11.25
97 OFF CAMP	82	13.50							82	13.50
98 PUB SERV	302	57.00			72	22.25	66	36.75	440	116.00
99 OTHER										
SUB-TOTAL	2,401	319.75	308	74.75	120	38.50	66	36.75	2,495	469.75
SUB-TOTAL	2,401	319.75	308	74.75	120	38.50	66	36.75	2,495	469.75
TOTAL $	8,324		5,416		8,347		2,272		22,959	
HRS		1,209.50		1,361.00		2,914.00		1,240.50		6,725.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR C/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	160	32.00	1	.05	213	76.00	109	55.00	483	163.05
2 REQUEST	311	58.00			22	7.00	6	3.00	339	68.00
5 TYPE	27	5.50	21	6.50	118	43.50	31	17.25	197	72.75
6 OTHER	55	18.25	2	.75	169	60.25	82	39.50	312	118.75
SUB-TOTAL	557	113.75	24	7.30	522	186.75	228	114.75	1,331	422.55
B. ORDER										
7 SEARCH	237	52.50	96	32.00	724	273.75	422	224.50	1,479	577.75
742 SEARCH										
743 NUC										
744 MURS										
745 CARDSET										
8 VENDOR	4	.75							4	.75
10 TYPE PO	65	15.25	229	72.00	330	122.25	60	26.50	684	236.00
11 REVISE	75	16.75			13	4.25			88	17.00
12 SIGN	49	8.25			25	9.00	4	2.50	78	19.75
13 FILE	8	2.50	3	2.75	31	12.00	172	86.25	220	103.50
14 ENCUMBER	5	3.50	111	34.75	18	6.75			144	45.00
15 OTHER	10	1.75					2	1.50	12	3.25
SUB-TOTAL	463	97.25	445	139.50	1,141	425.00	660	341.25	2,709	1,003.00
C. RECEIVE										
16 UNPACK	34	8.25			116	41.50			150	49.75
18 ON ORDER	30	7.00			169	60.75			199	67.75
19 KARDEX	50	8.50			10	3.50	83	46.75	143	58.75
20 COLLATE					12	4.25	8	4.00	20	8.25
21 RETURN	110	19.00			44	15.25			154	34.25
22 ACCESS										
23 SOURCE										
24 GIFT	53	9.50			20	7.00			73	16.50
25 DISTRIB	7	1.25			10	3.75			17	5.00
26 RECEIPT	20	3.25							20	3.25
27 INVOICE	62	12.25	36	11.25	318	112.75	2	1.00	417	137.25
28 EXPEND	60	10.00	76	23.25	17	6.25			153	39.50
29 OTHER	18	4.25			180	62.50	60	35.75	258	102.50
SUB-TOTAL	443	83.25	112	34.50	896	317.50	153	81.50	1,604	516.75
D. POST CAT										
30 CLEAR							6	3.00	6	3.00
31 FILE							16	7.50	16	7.50
32 NOTIFY	20	3.50			5	1.50	17	8.25	42	13.25
33 LIST										
34 OTHER										
SUB-TOTAL	20	3.50			5	1.50	39	18.75	64	23.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR C/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	223	48.50	47	14.50	302	104.75	199	93.25	771	261.00
36 CLAIMS	16	3.25			88	31.00	21	11.75	125	46.00
37 CANCEL	25	4.25	21	6.75	47	17.25	16	6.50	109	34.75
38 O.P.	33	5.50			9	2.75			42	8.25
39 INQUIRY	76	23.25	27	8.50	11	3.75	5	1.75	119	37.25
40 OTHER	4	.75					17	10.00	21	10.75
SUB-TOTAL	377	75.50	95	29.75	457	159.50	258	123.25	1,187	388.00
SUB-TOTAL	1,660	373.25	676	211.05	3,621	1,090.25	1,338	679.50	6,835	2,354.05
II. CATALOG										
F. PRE CAT										
41 SORT	28	6.75			64	23.75	8	3.75	100	34.25
42 SEARCH	1	.25					18	10.75	19	11.00
43 NUC	10	2.25			85	29.00	311	176.25	406	207.50
44 MCRS										
45 CARDSET					2	.75			2	.75
46 OTHER					4	1.25			4	1.25
SUB-TOTAL	39	9.25			155	54.75	337	190.75	531	254.75
G. LC DATA										
47 ORD CRDS					75	28.00			75	28.00
48 REC LC					30	11.00			30	11.00
49 REC PS										
50 FILE										
51 OTHER										
SUB-TOTAL					105	39.00			105	39.00
H. ADD C/V										
52 ADD C/V					111	38.25			111	38.25
53 OTHER										
SUB-TOTAL					111	38.25			111	38.25
I. LC CAT										
54 MATCH					12	4.25	8	4.00	20	8.25
55 CATALOG					484	175.50	61	34.75	545	210.25
55A SL CHK										
56 REVISE					72	24.75	15	8.00	87	32.75
57 OTHER										
SUB-TOTAL					568	204.50	84	46.75	652	251.25
J. ORIG CAT										
58 CATALOG	231	53.25							231	53.25
59 REVISE										
60 SL CHK	20	4.75							20	4.75

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION / FUNCTION / ACTIVITY — ACTIVITY DETAIL FOR C/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	251	58.00							251	58.00
K. CRD PROC										
62 SET CDS	10	2.25			23	8.00	54	29.75	87	40.00
63 MASTER					116	43.00			116	43.00
64 REV MSTR					6	2.25			6	2.25
65 MODIFY										
66 REPRO					1	.50	32	14.00	33	14.50
67 SORT					17	6.25	20	9.75	37	16.00
68 NO, A E					351	121.50	19	9.75	370	131.25
69 REV TYPE					78	26.50			78	26.50
70 AUTH CD					18	6.00			18	6.00
71 X REF CD							4	2.00	4	2.00
72 OTHER										
SUB-TOTAL	10	2.25			610	214.00	129	65.25	749	281.50
L. END PROC										
73 CIRC CD					288	98.75			288	98.75
74 BK PCKT					276	94.25			276	94.25
75 SPINE					483	169.25	79	45.00	562	214.25
76 FIX SLP					31	10.75	72	42.00	103	52.75
77 FIX REV					6	2.00			6	2.00
78 STAMP					31	10.75	108	60.50	139	71.25
79 JACKET					15	6.50	32	17.00	47	23.50
80 BINDERY	20	4.75			11	3.75	102	61.25	133	69.75
81 MENDING	49	11.50			249	85.00	1,028	572.00	1,326	668.50
82 REVISE	713	162.75			202	72.00	18	9.25	933	244.00
83 DISTRIB					13	4.50	348	168.00	361	172.50
84 WDRAWAL					2	.75	2	1.00	4	1.75
85 OTHER					7	2.50	18	9.50	25	12.00
SUB-TOTAL	782	179.00			1,614	556.75	1,807	985.50	4,203	1,721.25
M. FILING										
86 SORT SL							48	22.50	48	22.50
87 FILE SL							50	22.00	50	22.00
88 REV SL					11	4.00	2	1.00	13	5.00
89 SORT CAT							228	113.25	228	113.25
90 FILE CAT	3	.75			31	11.00	416	189.75	450	201.50
91 REV CAT	20	3.25					15	8.75	35	12.00
92 MAINTAIN	93	22.25			201	71.25	109	62.25	403	155.75
93 OTHER					1	.50	40	19.50	41	20.00
SUB-TOTAL	116	26.25			244	86.75	908	439.00	1,268	552.00
SUB-TOTAL	1,198	274.75			3,467	1,194.00	3,265	1,727.25	7,870	3,196.00
TOTAL $	3,658		870		6,428		4,663		14,765	
HRS		848.00		211.25		2,284.25		2,406.75		5,551.25

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR C/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	598	112.50	32	10.00	144	50.25	5	1.75	779	174.50
95 TRAIN	32	7.25	13	4.25	94	33.75	9	5.25	148	50.50
96 ON CAMP	86	16.75	10	3.00	16	5.25	5	2.00	117	27.00
97 OFF CAMP										
98 PUB SERV	570	116.00			21	6.75	60	33.25	651	156.00
99 OTHER	42	7.00			7	2.50	2	.75	51	10.25
SUB-TOTAL	1,328	259.50	55	17.25	282	98.50	81	43.00	1,746	418.25
SUB-TOTAL	1,328	259.50	55	17.25	282	98.50	81	43.00	1,746	418.25
TOTAL $	4,386		731		6,710		4,684		16,511	
HRS		907.50		228.30		2,382.75		2,443.75		5,368.30

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR D/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	296	53.50	266	64.50	731	240.00	281	146.25	1,574	504.25
2 REQUEST	87	23.00					9	4.75	36	24.75
5 TYPE	2	.50			58	20.25	15	8.00	75	28.75
6 OTHER	25	5.00			1	.50	38	21.75	64	27.25
SUB-TOTAL	410	79.00	266	64.50	790	260.75	343	180.75	1,809	585.00
B. ORDER										
7 SEARCH	314	62.75	223	56.25	1,906	691.00	308	157.75	2,751	967.75
742 SEARCH					49	18.75			49	18.75
743 NUC										
744 MCRS			93	29.50					93	29.50
745 CARDSET										
8 VENDOR	231	37.50	7	1.75	115	40.50			353	79.75
10 TYPE PO			111	28.50	1,600	560.25	95	53.50	1,806	642.25
11 REVISE	29	4.75			63	21.25			92	26.00
12 SIGN	4	.75			46	15.00	1	.50	51	16.25
13 FILE			21	5.50	313	107.75	296	161.50	630	274.75
14 ENCUMBER			11	2.75	184	63.25	1	.50	196	66.50
15 OTHER	278	66.00	13	3.00	2	.50	27	15.25	320	84.75
SUB-TOTAL	856	171.75	479	127.25	4,278	1,518.25	728	389.00	6,341	2,206.25
C. RECEIVE										
16 UNPACK					49	16.00	172	94.75	221	110.75
18 ON ORDER	7	1.50	274	73.25	1,126	404.00	43	23.75	1,450	499.50
19 KARDEX	65	11.75	7	1.50	1,655	548.75	39	19.75	1,766	581.75
20 COLLATE	5	1.00					2	1.00	7	2.00
21 RETURN			11	2.50	236	86.75	36	19.50	283	108.75
22 ACCESS	3	.50			14	5.25	37	20.75	54	26.50
23 SOURCE			13	4.00	35	11.00	1	.75	49	15.75
24 GIFT	73	17.00	1	.25	4	1.25	47	27.25	125	45.75
25 DISTRIB	10	2.25			5	1.50	1	.75	16	4.50
26 RECEIPT	57	9.25	54	14.25	386	131.75			497	155.25
27 INVOICE	3	.50	220	58.50	448	151.25			671	210.25
28 EXPEND	33	5.00	23	5.75	112	38.00	129	71.00	294	119.75
29 OTHER	53	8.50			2	.50			52	9.00
SUB-TOTAL	303	57.25	603	157.00	4,072	1,396.00	507	279.25	5,485	1,389.50
D. POST CAT										
30 CLEAR			9	2.00	12	3.50			21	5.50
31 FILE					17	5.25			17	5.25
32 NOTIFY					7	2.50	12	5.50	19	8.00
33 LIST			257	58.00	115	39.00			372	97.00
34 OTHER	18	4.00					2	1.00	20	5.00
SUB-TOTAL	18	4.00	266	60.00	151	50.25	14	6.50	449	120.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	341	61.00	177	46.25	250	79.50	12	6.25	780	193.00
36 CLAIMS			51	15.00	662	217.50			713	232.50
37 CANCEL					44	13.75	4	2.00	48	15.75
38 O.P.	13	3.00	4	1.00	61	19.50	93	45.00	171	68.50
39 INQUIRY	66	11.75	304	78.50	370	124.50	28	15.00	762	229.75
40 OTHER	21	3.50			11	3.75	28	15.75	60	23.00
SUB-TOTAL	435	79.25	536	140.75	1,398	458.50	165	84.00	2,534	762.50
SUB-TOTAL	2,022	391.25	2,150	549.50	10,689	3,683.75	1,757	939.50	16,618	5,564.00
II. CATALOG										
F. PRE CAT										
41 SORT	24	4.00	675	163.75	8	2.50	142	72.00	849	242.25
42 SEARCH	151	26.75	367	99.25	375	120.00	54	30.00	947	276.00
43 NUC	2	.25	483	139.25	73	27.00	44	22.00	602	188.50
44 MCRS			303	81.75	7	2.75	160	80.75	470	175.25
45 CARDSET										
46 OTHER	11	2.00	59	18.00	2	.50			72	20.50
SUB-TOTAL	188	33.00	1,887	512.00	465	152.75	400	204.75	2,940	902.50
G. LC DATA										
47 ORD CRDS					6	2.25			6	2.25
48 REC LC	26	4.25	9	3.00					35	7.25
49 REC PS										
50 FILE			41	12.75			38	20.50	79	33.25
51 OTHER	7	1.25							7	1.25
SUB-TOTAL	33	5.50	50	15.75	6	2.25	38	20.50	127	44.00
H. ADD C/V										
52 ADD C/V	72	12.75	1,127	287.75	57	20.75	102	56.25	1,358	377.50
53 OTHER										
SUB-TOTAL	72	12.75	1,127	287.75	57	20.75	102	56.25	1,358	377.50
I. LC CAT										
54 MATCH	4	.75	41	13.00					45	13.75
55 CATALOG	129	25.25	1,642	436.50	21	6.75	35	20.00	1,827	488.50
55A SL CHK	1	.25	343	93.75			8	4.25	358	98.25
56 REVISE	111	21.50	162	36.25	25	8.50	19	10.00	317	76.25
57 OTHER	17	3.50	5	1.50			2	.75	24	5.75
SUB-TOTAL	262	51.25	2,199	581.00	46	15.25	64	35.00	2,571	682.50
J. ORIG CAT										
58 CATALOG	4,827	872.50	487	121.50			9	5.00	5,123	998.00
59 REVISE	210	39.50	30	6.75	31	12.00	4	2.00	281	60.25
60 SL CHK	138	25.50	18	4.75			65	34.00	221	64.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR D/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER							98	51.50	98	51.50
SUB-TOTAL	4,981	936.50	535	133.00	31	12.00	176	92.50	5,723	1,174.00
K. CRD PROC										
62 SET CDS					54	18.75			54	18.75
63 MASTER			176	53.75	1,030	379.00	31	15.00	1,237	447.75
64 REV MSTR	5	.75	145	37.00	32	11.00	7	3.25	189	52.00
65 MODIFY					289	102.25	40	14.75	329	117.00
66 REPRO					173	61.50			173	61.50
67 SORT					159	55.00	1	.50	160	55.50
68 NO, A E					1,178	415.00	39	19.50	1,217	434.50
69 REV TYPE	134	21.25	225	81.25	54	19.00			413	101.50
70 AUTH CD			23	6.25	40	14.75	70	36.50	133	57.50
71 X REF CD					17	5.75			17	5.75
72 OTHER					5	2.00	23	12.00	28	14.00
SUB-TOTAL	139	22.00	569	158.25	3,031	1,084.00	211	101.50	3,950	1,365.75
L. END PROC										
73 CIRC CD			18	5.75	281	94.50			299	106.25
74 BK POKT										
75 SPINE					268	95.25	92	48.25	360	143.50
76 FIX SLP					593	212.75	235	123.50	828	336.25
77 FIX REV										
78 STAMP					136	43.75	82	43.00	218	92.75
79 JACKET					26	10.00	240	121.50	266	131.50
80 BINDERY	26	4.25	152	39.25	733	229.00	176	91.00	1,087	363.50
81 MENDING	40	8.00	56	15.25	749	286.25	741	321.25	1,546	630.75
82 REVISE			182	43.25	262	90.25	4	2.00	448	141.50
83 DISTRIB			12	3.25	142	50.00	4	2.25	158	55.50
84 WORKMAL	79	12.00					40	21.25	115	33.25
85 OTHER	56	7.50			45	17.00	276	140.00	361	164.50
SUB-TOTAL	177	31.75	420	112.75	3,239	1,134.75	1,850	914.00	5,686	2,193.25
M. FILING										
86 SORT SL					56	16.75	2	.75	52	17.50
87 FILE SL	1	.25			257	86.00	25	9.00	283	95.25
88 REV SL					32	11.00	8	4.50	40	15.50
89 SORT CAT					246	85.50	63	29.75	309	115.25
90 FILE CAT			15	5.25	642	225.50	171	84.75	829	315.50
91 REV CAT	535	88.75	2	.50			5	2.75	537	92.00
92 MAINTAIN	386	64.75			195	68.00	151	76.25	732	209.00
93 OTHER	242	48.00	96	26.75	208	95.00	419	220.00	1,016	389.75
SUB-TOTAL	1,150	201.75	114	32.50	1,682	587.75	844	427.75	3,798	1,248.75
SUB-TOTAL	7,016	1,234.50	6,961	1,833.00	8,557	3,009.50	3,685	1,852.25	26,153	7,389.25
TOTAL $	9,032		9,051		19,246		8,442		42,771	
HRS		4,989.75		2,382.50		6,083.25		2,731.75		13,553.25

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR D/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,232	237.00	663	165.50	135	45.25	28	15.50	2,058	463.25
95 TRAIN	299	56.25	222	56.50	33	12.75	38	20.50	552	146.00
96 ON CAMP	1,000	170.25	264	61.50	20	7.50	1	.50	1,286	239.75
97 OFF CAMP										
98 PUB SERV	2	.25			3	1.00			5	1.25
99 OTHER	76	15.75	5	1.25					81	17.00
SUB-TOTAL	2,579	473.50	1,154	284.75	191	66.50	67	36.50	3,982	861.25
SUB-TOTAL	2,579	473.50	1,154	284.75	191	66.50	67	36.50	3,982	861.25
TOTAL $	21,802		20,265		19,437		5,509		46,753	
HRS		2,159.25		2,667.25		6,759.75		2,828.25		14,414.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR E/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	28	5.00	124	24.75	264	85.25	47	21.25	443	136.25
2 REQUEST	22	4.50							22	4.50
5 TYPE	108	19.50	48	13.25			222	100.75	378	133.50
6 OTHER	6	1.00							6	1.00
SUB-TOTAL	164	30.00	152	38.00	264	85.25	269	122.00	849	275.25
B. ORDER										
7 SEARCH	314	65.50			10	3.50			324	69.00
742 SEARCH	351	98.75	722	173.25	298	61.50	79	37.75	1,350	332.25
743 NUC	62	10.50	237	55.75	123	40.50			422	106.75
744 MORS					8	3.00			8	3.00
745 CARDSET										
8 VENDOR	401	69.00			1	.25			402	69.25
10 TYPE PO			345	93.75	602	211.50	72	32.75	1,019	338.00
11 REVISE	2	.50			12	4.25			14	4.75
12 SIGN	2	.25	6	1.75	50	14.50			58	16.50
13 FILE	43	7.25	99	26.50	120	40.00	101	46.00	363	119.75
14 ENCUMBER					16	5.00	24	11.00	40	16.00
15 OTHER			105	24.00	44	11.00			149	35.00
SUB-TOTAL	1,175	212.75	1,514	375.00	1,184	395.00	276	127.50	4,149	1,110.25
C. RECEIVE										
16 UNPACK	89	15.75	84	23.25	8	2.25	295	137.50	476	178.75
18 ON ORDER	5	1.00			1	.25	140	65.50	146	66.75
19 KARDEX			104	28.25	77	26.00			181	54.25
20 COLLATE							2	1.00	2	1.00
21 RETURN					417	144.25	16	7.25	433	151.50
22 ACCESS							34	15.25	34	15.25
23 SOURCE										
24 GIFT	4	.25			37	13.50	40	18.50	78	32.25
25 DISTRIB			8	2.25			62	28.75	71	31.00
26 RECEIPT	6	1.25					8	5.00	14	6.25
27 INVOICE	163	33.25	63	17.00	625	179.00	109	52.00	950	281.25
28 EXPEND			20	7.25	52	16.75	11	5.75	83	29.75
29 OTHER							13	6.00	13	6.00
SUB-TOTAL	264	51.50	280	78.00	1,267	382.00	730	342.50	2,487	854.00
D. POST CAT										
30 CLEAR	20	4.25			23	3.75	62	28.25	111	42.25
31 FILE							4	2.00	4	2.00
32 NOTIFY	7	1.50							7	1.50
33 LIST	9	2.00			6	2.00			15	4.00
34 OTHER										
SUB-TOTAL	36	7.75			35	11.75	66	30.25	137	49.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR E/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	170	33.00	203	55.00	369	126.50			742	214.50
36 CLAIMS	9	1.50	5	1.25					14	2.75
37 CANCEL	1	.25			1	.25			2	.50
38 O.P.	11	2.25							11	2.25
39 INQUIRY	38	7.75	12	3.25	44	12.75			94	23.75
40 OTHER	12	2.75							12	2.75
SUB-TOTAL	241	47.50	220	59.50	414	139.50			875	246.50
SUB-TOTAL	1,880	349.50	2,172	550.50	3,104	1,013.50	1,341	622.25	8,497	2,535.75
II. CATALOG										
F. PRE CAT										
41 SORT	3	.50	5	1.25			14	7.00	22	8.75
42 SEARCH	127	24.25	12	3.00	3	1.00	62	31.50	204	59.75
43 NUC	45	12.50	12	3.25	18	6.25	132	73.00	207	95.00
44 MCRS	30	10.25	87	23.00	100	35.00	87	46.00	304	114.25
45 CARDSET										
46 OTHER			7	2.00					7	2.00
SUB-TOTAL	215	47.50	123	32.50	121	42.25	295	157.50	744	279.75
G. LC DATA										
47 ORD ORDS	593	112.75	8	2.00	72	25.75	25	13.50	698	154.00
48 REG LC			122	32.00	98	35.50	72	36.50	292	104.00
49 REG PS	2	.25	47	12.00			7	3.00	56	15.25
50 FILE										
51 OTHER			16	4.00			2	.75	18	4.75
SUB-TOTAL	595	113.00	193	50.00	170	61.25	106	53.75	1,064	278.00
H. ADD C/V										
52 ADD C/V	103	25.75	573	163.00					676	188.75
53 OTHER	42	11.00	69	19.00					111	30.00
SUB-TOTAL	145	36.75	642	182.00					787	218.75
I. LC CAT										
54 MATCH	3	.75	97	25.00	15	5.25	128	60.75	243	91.75
55 CATALOG	322	135.00	643	180.50	1,330	462.50			2,895	778.00
55A SL CHK	10	4.50	62	17.75	97	33.00			177	55.25
56 REVISE	42	7.00							42	7.00
57 OTHER			146	40.00					146	40.00
SUB-TOTAL	389	287.25	948	263.25	1,442	500.75	128	60.75	3,503	1,032.00
J. ORIG CAT										
58 CATALOG	1,356	280.75	4	1.25	16	3.75			1,366	311.75
59 REVISE	11	2.00							11	2.00
60 SL CHK	4	.25	21	6.25	17	6.00			33	12.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR E/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
6A OTHER	4	1.00	16	4.50			2	1.00	22	6.50
SUB-TOTAL	1,360	300.00	41	12.00	27	9.75	2	1.00	1,438	322.75
K. ORD PROC										
62 SET GDS					1	.50			1	.50
63 MASTER	22	3.25	12	4.00	536	186.25	10	4.50	580	198.00
64 REV MSTR	114	19.25			8	2.75			122	22.00
65 MODIFY					90	31.75			90	31.75
66 REPRO					6	2.00			6	2.00
67 SORT										
68 NO, A C					67	25.50	222	111.50	289	137.00
69 REV TYPE	181	36.75	11	3.25					192	40.00
7A AUTH CD	24	5.25	6	1.50			2	.75	32	7.50
71 X REF CD										
72 OTHER			1	.25					1	.25
SUB-TOTAL	341	64.50	30	9.00	708	248.75	234	116.75	1,313	439.00
L. END PROC										
73 CIRC CD			1	.25	454	160.75	8	4.00	463	165.00
74 BK PCKT					161	57.75	6	2.75	167	60.50
75 SPINE			2	.50	348	124.00	337	164.25	687	288.75
76 FIX SLP			1	.25	21	7.75	149	70.50	171	78.50
77 FIX REV							2	1.00	2	1.00
78 STAMP					40	14.50	103	51.25	143	65.75
79 JACKET					8	3.00	19	8.50	27	11.50
8A BINDERY	24	5.00	8	2.25	127	45.00	12	6.00	171	58.25
81 MENDING			42	13.25	282	103.50	295	142.50	619	259.25
82 REVISE	30	6.75			416	150.50			449	157.25
83 DISTRIB	8	1.25			6	2.00			14	3.25
84 NORMAL	2	.50	1	.25					3	.75
85 OTHER					20	7.25	4	1.75	24	9.00
SUB-TOTAL	67	13.50	55	16.75	1,883	676.00	935	452.50	2,940	1,158.75
M. FILING										
86 SORT SL	3	.75	120	31.75	8	2.75	15	8.50	146	43.75
87 FILE SL	18	4.25	66	18.00	186	63.75			270	86.00
88 REV SL	10	2.75							10	1.75
89 SORT CAT	31	8.50	184	44.25	266	93.00	139	63.25	530	219.00
9A FILE CAT	97	14.25	319	87.50	456	159.25	148	68.00	976	329.00
91 REV CAT	456	32.00	8	2.25	3	1.00			169	35.25
92 MAINTAIN	76	15.25	43	11.50	349	123.75	201	99.25	669	249.75
93 OTHER	93	11.75	23	14.00	80	28.25	1	.75	197	54.75
SUB-TOTAL	456	30.50	775	213.25	1,348	471.75	504	245.75	3,227	1,119.25
SUB-TOTAL	3,xxx	87.xxx	2,xxx	778.75	5,693	2,xxx.50	2,264	1,088.00	14,816	4,748.25
TOTAL $	5,xxx		4,xxx		8,737		3,545		23,313	
HRS		2,xxx.50		1,xxx.25		3,024.00		1,716.25		7,xxx.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR E/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	714	132.75	318	84.25	73	25.50		.25	1,105	242.75
95 TRAIN	376	83.25	4	.25	3	3.25			386	86.75
96 ON CAMP	677	138.25	60	16.00	54	18.50			791	172.75
97 OFF CAMP	46	8.75			5	1.50			51	10.25
98 PUB SERV	700	130.25	36	8.00	5	1.50			741	137.75
99 OTHER	417	79.75	119	34.75	42	13.50	2	1.00	578	129.00
SUB-TOTAL	2,936	569.00	528	137.25	186	63.75	2	1.25	3,652	771.25
SUB-TOTAL	2,936	569.00	528	137.25	186	63.75	2	1.25	3,652	771.25
TOTAL $	8,968		5,517		8,983		3,547		26,965	
HRS		1,709.50		1,460.50		3,087.75		1,711.50		8,055.25

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR F/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
1. ACQUIS										
A. PRELIM										
1 MAIL	5	1.00	80	19.75	584	193.25	37	21.00	706	235.00
2 REQUEST	225	30.75	13	3.25	3	1.00			241	41.00
5 TYPE	1	.25	54	15.00	56	18.75	1	.50	112	34.50
6 OTHER			4	1.00	6	2.00	53	30.50	63	33.50
SUB-TOTAL	231	38.00	151	39.00	649	215.00	91	52.00	1,122	344.00
B. ORDER										
7 SEARCH	390	82.50	340	93.75	1,485	528.00	456	252.00	2,677	955.25
742 SEARCH							3	1.50	3	1.50
743 NUC	177	34.00	151	45.00	542	199.25	34	20.00	904	298.25
744 MARS	28	6.00	16	5.00	115	40.75	26	13.75	185	65.50
745 CARDSET										
8 VENDOR	106	22.00	47	11.50					153	33.50
10 TYPE PO			466	141.00	337	113.50	3	1.50	806	253.00
11 REVISE	15	2.50	6	1.50	171	61.00			192	65.00
12 SIGN			2	.50	36	13.00			40	13.50
13 FILE			1	.25	385	138.00	242	139.75	628	288.00
14 ENCUMBER					603	193.50			603	193.50
15 OTHER					3	1.00	14	8.00	17	9.00
SUB-TOTAL	766	140.00	1,089	298.50	3,679	1,277.00	778	432.50	6,268	2,154.00
C. RECEIVE										
16 UNPACK			4	1.00	145	45.25	226	129.00	375	175.25
18 ON ORDER			43	9.75	138	46.00	88	47.50	249	99.25
19 RANDEX			21	5.00	382	101.25	557	322.25	880	427.50
20 COLLATE										
21 RETURN					79	25.00	14	8.00	93	33.00
22 ACCESS			2	.50	47	17.00	245	142.75	294	160.25
23 SOURCE			56	13.75	237	79.00	111	60.25	404	153.00
24 GIFT					72	24.50	115	63.25	187	87.75
25 DISTRIB					44	14.50			44	14.50
26 RECEIPT					218	83.75	114	66.00	332	156.75
27 INVOICE			148	36.00	806	262.50	180	93.00	1,134	397.50
28 EXPEND					110	35.25			110	35.25
29 OTHER					13	4.75	8	4.75	21	9.50
SUB-TOTAL			254	62.00	2,211	744.75	1,658	842.75	4,123	1,749.50
D. POST CAT										
30 CLEAR							46	26.50	46	26.50
31 FILE					2	.50	44	25.25	46	25.75
32 NOTIFY					7	2.25	44	26.00	51	28.25
33 LIST			22	5.50			99	58.50	121	64.00
34 OTHER							24	14.00	24	14.00
SUB-TOTAL			22	5.50	9	2.75	257	150.25	288	158.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR F/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	23	4.00	68	25.25	115	44.25	23	13.50	251	87.00
36 CLAIMS			13	3.25	6	1.75	82	48.25	101	53.25
37 CANCEL	3	.50	4	1.00	36	12.75	8	4.50	51	18.75
38 O.P.					221	74.75			221	74.75
39 INQUIRY	33	13.00	243	85.00	194	80.50			490	178.50
40 OTHER			217	80.00	143	46.00	37	21.25	287	93.25
SUB-TOTAL	161	19.50	455	115.50	675	230.00	150	87.50	1,401	452.50
SUB-TOTAL	19,774	2,393.50	1,911	520.50	7,223	2,405.50	3,934	1,865.00	13,142	4,858.50
II. CATALOG										
F. PRE CAT										
41 SORT	54	8.25	19	4.75	171	69.75			244	82.75
42 SEARCH	246	36.75	682	180.50	143	51.00	10	5.00	1,077	293.25
43 NUC	869	150.50	664	172.75	372	132.25	33	17.00	1,878	478.50
44 MARC	34	6.00	39	11.00	268	97.25	8	4.50	346	118.75
45 CAROUSEL										
46 OTHER	22	4.00			1	.50			22	4.50
SUB-TOTAL	1,197	232.50	1,424	368.00	955	350.75	51	26.50	3,567	978.75
G. LC DATA										
47 ORD ORDS					5	2.25			5	2.25
48 REC LC			2	.50	45	18.75			47	19.25
49 REC PS										
50 FILE										
51 OTHER										
SUB-TOTAL			2	.50	50	21.00			52	21.50
H. ADD C/I										
52 ADD C/V	1	.25	116	27.50	727	227.25	139	81.75	979	336.75
53 OTHER										
SUB-TOTAL	1	.25	112	27.50	727	227.25	139	81.75	979	336.75
I. LC CAT										
54 MATCH			3	1.50	15	6.25			20	7.75
55 CATALOG	2,838	493.75	808	233.50	772	271.25			4,000	998.50
55A SL CAT			8	2.25					8	2.25
56 REVISE	954	154.00	244	80.25	18	5.25			854	185.50
57 OTHER	99	21.50							99	21.50
SUB-TOTAL	3,036	669.25	1,140	318.50	803	282.75			4,981	1,175.50
J. OMIT CAT										
58 CATALOG	2,443	333.00	821	259.00	504	98.25			2,771	629.25
59 REVISE	267	52.75	8	2.25					275	55.00
60 SL CAT										

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR F/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	2,276	435.75	878	256.25	261	92.25			3,346	884.25
K. CRD PROD										
62 SET CDS			91	22.00	110	38.00	48	20.50	249	80.50
63 MASTER	430	85.25	342	90.25	136	46.25	104	58.25	1,012	280.00
64 REV MSTR			27	7.25	48	18.00			75	25.25
65 MODIFY	120	25.00	342	83.75	96	34.25	15	7.75	579	150.75
66 REPRO			9	1.25	118	45.50			123	46.75
67 SORT	31	6.75	8	1.50	51	19.00			88	27.25
68 NO, A -			5	1.25	65	23.00	236	170.00	366	194.25
69 REV TYPE	208	21.50	187	49.00	36	12.50			331	83.00
70 AUTH CD	21	4.50	49	11.75	52	18.25			122	34.50
71 X REF CD					53	19.75	11	8.75	64	28.50
72 OTHER										
SUB-TOTAL	780	243.00	1,054	268.00	765	274.50	474	271.25	3,009	858.75
L. END PROC										
73 CIRC CD							6	3.50	6	3.50
74 BK POCT	1	.25	63	15.25	42	13.75	107	61.75	213	91.00
75 SPINE					10	3.75	360	188.75	370	192.50
76 FIX SLR					10	3.75	301	158.75	311	162.50
77 FIX REV							2	1.00	2	1.00
78 STAMP			12	3.00	158	53.25	119	68.25	289	124.50
79 JACKET							75	39.00	75	39.00
80 BINDERY			3	.75	426	345.75	255	150.00	1,180	496.50
81 MENDING			7	1.75	922	309.25	87	51.00	1,316	366.00
82 REVISE	25	5.00	80	24.00	153	50.00			254	77.00
83 DISTRIB			1	.25	2	.75	58	30.25	61	31.25
84 WDRAWAL	3	2.25	14	3.50	1	.25	5	2.75	29	8.75
85 OTHER					170	61.00			170	61.00
SUB-TOTAL	29	9.50	180	48.50	2,396	841.50	1,375	755.00	3,976	1,350.50
M. FILING										
86 SORT SL	12	2.00	171	43.00	5	1.50			186	46.50
87 FILE SL	9	1.75			1	.25	64	35.00	74	37.00
88 REV SL	55	13.25	87	23.00	69	15.00			211	51.25
89 SORT CAT	181	33.75	126	36.50	312	136.25	61	36.50	680	207.00
90 FILE CAT	10	2.00	57	20.50	556	192.00	145	76.75	808	291.25
91 REV CAT	343	69.50	268	70.25	86	27.25			924	213.00
92 MAINTAIN	234	45.75	247	62.75	348	121.75	331	184.50	1,158	414.75
93 OTHER							23	13.75	23	13.75
SUB-TOTAL	1,088	214.00	1,017	284.00	1,339	494.00	824	342.50	4,064	1,274.50
SUB-TOTAL	8,295	1,920.25	9,930	1,437.25	7,288	2,540.00	3,603	1,477.00	29,074	7,374.50
TOTAL $	9,283		7,944		14,509		3,597		36,816	
HRS		1,923.75		1,337.75		5,009.50		3,142.00		11,933.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR F/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	2,225	387.25	792	208.75	145	45.75			3,150	641.75
95 TRAIN			38	10.50					38	10.50
96 ON CAMP	316	55.75	76	21.00	32	10.25			424	87.00
97 OFF CAMP			5	1.50	3	1.00			8	2.50
98 PUB SERV	157	36.75	10	2.50	25	7.50			192	46.75
99 OTHER	11	2.50	44	11.75	1	.25			56	14.50
SUB-TOTAL	2,697	482.25	965	256.00	206	64.75			3,868	803.00
SUB-TOTAL	2,697	482.25	965	256.00	206	64.75			3,868	803.00
TOTAL $	11,966		8,406		14,715		3,597		40,684	
HRS		2,306.00		2,213.75		5,074.25		3,142.00		12,736.00

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR G/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	5	1.00	48	14.50	145	47.00	35	19.00	233	81.50
2 REQUEST	50	9.50			32	9.00			82	18.50
5 TYPE							6	3.50	6	3.50
6 OTHER			2	.50	185	77.00	19	7.00	206	77.50
SUB-TOTAL	55	10.50	50	15.00	362	126.00	60	29.50	527	181.00
B. ORDER										
7 SEARCH			262	53.75	57	19.00	84	45.00	343	117.75
742 SEARCH			1	.25					1	.25
743 NUC			411	110.25			65	35.50	476	145.75
744 MCRS										
745 CARDSET										
8 VENDOR	6	1.00	12	3.25					18	4.25
10 TYPE PO			119	31.00	51	17.00	9	5.00	179	53.00
11 REVISE			1	.25					1	.25
12 SIGN	19	3.00	22	5.00					41	8.00
13 FILE			165	28.50	3	1.00	31	16.00	159	45.50
14 ENCUMBER			92	20.75					92	20.75
15 OTHER			78	20.25			23	12.75	101	33.00
SUB-TOTAL	25	4.00	1,083	273.25	111	37.00	212	114.25	1,411	428.50
C. RECEIVE										
16 UNPACK	48	10.75	11	3.25	368	103.25			428	117.25
18 ON ORDER	6	1.25	4	1.25	130	37.00			140	39.50
19 KARDEX	1	.25	10	3.00	135	45.00	47	25.50	193	73.75
20 COLLATE								.25		.25
21 RETURN	6	.50	2	.75	50	14.50			58	15.75
22 ACCESS										
23 SOURCE					2	.50			2	.50
24 GIFT			8	2.50	66	21.75			74	24.25
25 DISTRIB										
26 RECEIPT			245	54.50					245	54.50
27 INVOICE	0	1.25	176	39.25					177	40.50
28 EXPEND			1	.25					1	.25
29 OTHER					143	42.25			143	42.25
SUB-TOTAL	64	14.00	452	104.75	901	284.25	47	25.75	1,463	428.75
D. POST CAT										
30 CLEAR					27	8.25			27	8.25
31 FILE										
32 NOTIFY										
33 LIST										
34 OTHER										
SUB-TOTAL					27	8.25			27	8.25

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR G/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
I. ACQUIS										
E. MISC										
35 REPORTS	282	50.25	275	64.25	19	6.50			556	121.00
36 CLAIMS	3	.75	3	.75	26	8.25			32	9.75
37 CANCEL	1	.25	67	15.00					68	15.25
38 O.P.			1	.25					1	.25
39 INQUIRY	3	.75	2	.50					5	1.25
40 OTHER					41	11.75			41	11.75
SUB-TOTAL	289	52.00	348	80.75	86	26.50			703	159.25
SUB-TOTAL	415	80.50	1,943	473.75	1,486	462.00	319	169.50	4,131	1,185.75
II. CATALOG										
F. PRE CAT										
41 SORT	7	1.50	161	22.50	32	10.50	96	50.25	236	84.75
42 SEARCH			4	1.25	4	1.50	8	4.00	16	6.75
43 NUC	2	.50	582	157.00	84	27.50			668	185.00
44 MCRS										
45 CARDSET										
46 OTHER										
SUB-TOTAL	9	2.00	687	180.75	120	39.50	104	54.25	920	276.50
G. LC DATA										
47 ORD CRDS	1	.25			18	5.50			19	5.75
48 REC LC			16	4.50	12	4.25	2	.75	30	9.50
49 REC PS			11	3.00	12	4.50	195	92.75	218	100.25
50 FILE					39	14.50	5	2.50	44	17.00
51 OTHER										
SUB-TOTAL	1	.25	27	7.50	81	28.75	202	96.00	311	132.50
H. ADD C/V										
52 ADD C/V	2	.50	58	13.00	31	11.00			91	24.50
53 OTHER					15	4.25			15	4.25
SUB-TOTAL	2	.50	58	13.00	46	15.25			106	28.75
I. LC CAT										
54 MATCH			12	3.25	89	29.25			101	32.50
55 CATALOG	11	2.50	302	78.25	153	53.25			466	133.00
55A SL CHK			111	25.50	8	3.00	5	2.50	124	31.00
56 REVISE	1	.25	218	48.75	2	.75			221	49.75
57 OTHER										
SUB-TOTAL	12	2.75	643	147.75	252	83.25	5	2.50	912	236.25
J. ORIG CAT										
58 CATALOG	143	33.00	172	40.00					315	73.00
59 REVISE	5	1.00	2	.75					7	1.75
60 SL CHK	2	.50	37	8.50	9	3.25			48	12.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR G/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	6	1.00							6	1.00
SUB-TOTAL	158	35.50	209	49.25	9	3.25			376	88.00
K. CRD PROC										
62 SET GDS			1	.25	26	8.50			27	8.75
63 MASTER			268	72.50	456	153.75			724	226.25
64 REV MSTR			10	2.25	40	12.25			50	14.50
65 MODIFY			16	4.50	21	7.25			37	11.75
66 REPRO					136	66.50	70	38.00	266	104.50
67 SORT			8	2.50	66	20.00	38	20.50	106	43.00
68 NO, A E			69	20.25	151	51.00	27	14.50	247	85.75
69 REV TYPE			121	28.25	16	5.00			137	33.25
70 AUTH CD					13	4.50			13	4.50
71 X REF CD			37	11.75	3	1.00			40	12.75
72 OTHER					12	3.50			12	3.50
SUB-TOTAL			530	142.25	884	333.25	135	73.00	1,859	548.50
L. END PROC										
73 CIRC CD			69	18.75	163	55.75			228	74.50
74 BK PCKT			74	20.00	158	54.25	1	.25	233	74.50
75 SPINE			213	60.25	34	11.25	288	150.00	532	221.50
76 FIX SLP			39	11.00			86	45.25	125	56.25
77 FIX REV			3	.75					3	.75
78 STAMP			20	5.75	66	23.25	73	38.75	159	67.75
79 JACKET							1	.25	1	.25
80 BINDERY			71	21.75	9	3.00	8	4.50	88	29.25
81 MENDING			147	42.00	69	22.75	224	115.50	440	180.25
82 REVISE			105	33.00	25	8.25			130	38.25
83 DISTRIB			58	16.50	8	2.50			66	19.00
84 NORMAL	1	.25	1	.25					2	.50
85 OTHER			9	3.00	7	2.00			16	5.00
SUB-TOTAL	1	.25	802	230.00	539	183.00	681	354.50	2,023	767.75
M. FILING										
86 SORT SL			20	6.25	51	15.75			71	22.00
87 FILE SL			7	2.25	81	23.00			88	31.25
88 REV SL			3	.75	2	.50			5	1.25
89 SORT CAT			10	3.00	223	70.25	10	5.50	243	78.75
90 FILE CAT			44	14.00	319	100.75			363	114.75
91 REV CAT	1	.25	25	8.00	14	5.00	1	.50	41	13.75
92 MAINTAIN	6	1.25	55	12.25	65	23.00	25	13.00	151	49.50
93 OTHER					6	2.00			6	2.00
SUB-TOTAL	7	1.50	164	46.50	761	246.25	36	19.00	968	313.25
SUB-TOTAL	190	42.75	3,120	817.00	2,842	932.50	1,103	599.25	7,275	2,391.50
TOTAL $	603		9,033		4,288		1,482		11,406	
HRS		123.25		1,231.75		1,334.50		768.75		3,377.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR G/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	220	40.00	134	33.75	10	3.00			354	76.75
95 TRAIN	22	1.50			3	1.00			13	2.50
96 ON CAMP	203	33.50	34	7.75					234	41.25
97 OFF CAMP	103	17.50	46	11.50	15	5.00			164	34.00
98 PUB SERV	37	8.00							37	8.00
99 OTHER					1	.25			1	.25
SUB-TOTAL	585	100.50	214	53.00	29	9.25			803	162.75
SUB-TOTAL	585	100.50	214	53.00	29	9.25			803	162.75
TOTAL $	1,183		5,247		4,317		1,482		12,269	
HRS		225.75		1,343.75		1,403.75		768.75		3,740.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	[illegible]	10.75			183	52.75	12	6.75	315	70.25
2 REQUEST	1,848	271.75							1,848	271.75
5 TYPE	37	7.00			36	10.25	169	98.00	242	115.25
6 OTHER	25	5.00			75	22.25	113	62.50	213	89.75
SUB-TOTAL	1,934	294.50			298	85.25	286	167.25	2,418	546.00
B. ORDER										
7 SEARCH	[illegible]0	27.25			155	52.50	171	100.75	432	170.50
742 SEARCH	120	18.00			320	100.75	734	432.00	1,174	550.75
743 NUC	80	9.50			465	174.75	25	12.75	555	197.00
744 MCRS					78	30.00			78	30.00
745 CARDSET										
8 VENDOR	500	119.50			46	11.25			600	130.75
10 TYPE PO	[illegible]49	22.00			1,166	362.00	11	5.50	1,296	389.50
11 REVISE	2	.25			32	9.25			34	9.50
12 SIGN	88	12.25			11	3.50			99	15.75
13 FILE	68	9.25			520	184.25	43	24.00	591	193.50
14 ENCUMBER					164	44.50			164	44.50
15 OTHER	18	3.50			235	67.25	76	45.50	329	116.25
SUB-TOTAL	[illegible],100	267.50			3,100	1,026.00	1,060	620.50	5,352	1,956.00
C. RECEIVE										
16 UNPACK	39	7.25			347	115.75	1	.50	387	123.50
18 ON ORDER	33	0.50			[illegible]24	67.25	9	4.50	266	78.25
19 KARDEX	33	0.25			423	150.25			456	150.50
20 COLLATE	24	4.25			12	4.25	56	30.00	89	38.50
21 RETURN	[illegible]45	18.00			97	18.50			173	36.50
22 ACCESS										
23 SOURCE	13	2.50			33	11.50			46	14.00
24 GIFT					12	4.00	4	2.50	16	6.50
25 DISTRIB	22	4.25			459	146.50			481	150.75
26 RECEIPT					4	1.00			4	1.00
27 INVOICE	30	3.25			464	140.00	70	39.25	584	188.50
28 EXPEND	8	1.50			143	37.50	13	7.25	164	46.25
29 OTHER					5	1.50	10	5.25	15	6.75
SUB-TOTAL	335	53.75			2,183	698.00	163	89.25	2,681	841.00
D. POST CAT										
30 CLEAR	44	8.75	3	.75	51	15.25	47	25.50	145	52.25
32 FILE	5	1.00			11	3.25	12	7.25	28	11.50
33 NOTIFY					37	14.00			37	14.00
33 LIST	14	10.25					6	3.25	80	13.50
34 OTHER							3	1.75	3	1.75
SUB-TOTAL	[illegible]63	[illegible]0.00	3	.75	99	30.50	68	37.75	293	93.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	350	12.75	41	3.75	217	64.75	30	16.75	638	144.00
36 CLAIMS	43	3.00			268	92.75	2	1.00	313	101.75
37 CANCEL	5	1.00			21	5.75	9	5.00	35	11.75
38 O.P.	4	.75							4	.75
39 INQUIRY	373	80.75			23	8.25			396	89.00
40 OTHER										
SUB-TOTAL	775	263.25	41	9.75	529	171.50	41	22.75	1,386	327.25
SUB-TOTAL	4,173	708.00	44	10.50	6,695	2,019.25	1,618	937.50	12,130	3,675.25
II. CATALOG										
F. PRE CAT										
41 SORT	215	68.25			162	50.25			277	68.50
42 SEARCH	82	16.00	193	50.25	21	7.75	2	1.00	298	75.00
43 NUC	269	39.75	80	15.50	01	20.75			352	76.00
44 MCRS										
45 CARDSET										
46 OTHER	8	1.75	21	4.50					29	6.25
SUB-TOTAL	432	75.75	280	70.25	244	78.75	2	1.00	956	225.75
G. LC DATA										
47 ORD CROS					97	30.00			97	30.00
48 REC LC					74	23.00	35	21.00	109	44.00
49 REC PS	5	1.00			6	1.75	86	51.00	97	53.75
50 FILE	5	1.00					161	95.25	166	96.25
51 OTHER					2	.50	38	22.50	40	23.00
SUB-TOTAL	10	2.00			179	55.25	320	189.75	509	247.00
H. ADD C/V										
52 ADD C/V	121	22.50	407	81.00	284	93.75			812	217.25
53 OTHER	153	28.50			26	7.25			179	35.75
SUB-TOTAL	274	51.00	407	81.00	310	101.00			991	243.00
I. LC CAT										
54 MATCH	19	3.75			69	20.00	3	1.75	91	25.50
55 CATALOG	883	283.25	1,195	286.00					2,078	569.25
55A SL CHK	27	5.50	7	1.75	12	4.25			36	9.50
56 REVISE	336	81.25							336	81.25
57 OTHER	52	9.00	95	21.00	80	25.00	2	1.00	147	42.00
SUB-TOTAL	1,275	290.75	1,247	298.75	161	49.25	5	2.75	2,688	647.50
J. CHIG CAT										
58 CATALOG	3,216	853.00	16	3.50					3,228	858.50
59 REVISE	137	20.25							137	20.25
60 SL CHK	83	20.50	35	9.00					118	29.50

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	[illegible]	.50	29	7.50					31	8.00
SUB-TOTAL	3,432	830.25	80	20.00					3,512	710.25
K. CRD PROC										
62 SET UP	3	.50			9	3.00			12	3.50
63 MASTER	251	51.00			158	53.25			309	84.25
64 REV MSTR					273	78.25			273	78.25
65 MODIFY	6	1.25			289	98.00			295	99.25
66 REPRO										
67 SORT					22	7.25	30	14.75	51	22.00
68 NO, A E	32	6.75			37	12.00	19	9.25	56	21.25
69 REV TYPE	33	6.75	17	3.75	718	220.00			750	226.75
70 AUTH SO	16	4.00	2	.50	158	48.75			208	53.25
71 X REF CD	1	.25			34	11.25			54	15.75
72 OTHER					87	28.75			88	29.00
SUB-TOTAL	244	50.50	19	4.25	104	35.00			104	35.00
					1,808	593.50	49	24.00	2,200	672.25
L. END PROC										
73 CIRC CD	22	4.50								
74 BK POCT	33	7.00	9	2.00	4	1.25	42	21.50	68	27.25
75 SPINE					288	95.75	18	10.75	348	119.50
76 FIX SLP					371	127.50	279	137.50	643	265.00
77 FIX REV					147	47.75	284	140.00	431	187.75
78 STAMP					47	15.25			47	15.25
79 JACKET					132	44.25	86	42.75	218	87.00
80 BINDERY	207	24.75			847	283.50	50	27.00	804	278.25
81 MENDING	50	12.00			1,130	359.25	145	84.00	1,301	455.25
82 REVISE	51	10.50			4	1.25			55	11.75
83 DISTRIB										
84 MORAMAL	13	2.50	1	.25					14	2.75
85 OTHER					56	16.25	54	31.25	104	47.50
SUB-TOTAL	282	58.25	10	2.25	2,789	938.00	358	494.75	4,039	1,493.25
M. FILING										
86 SORT SL					23	8.25	21	10.25	44	18.50
87 FILE SL	22	2.25	3	.75	1	.25	39	19.00	54	22.25
88 REV SL	1	.25			37	10.25			38	10.50
89 SORT CAT	19	3.75	10	2.25	231	74.75			260	80.75
90 FILE CAT	60	12.25	7	1.50	515	170.50			582	184.25
91 REV CAT	22	4.00			440	137.25			461	141.25
92 MAINTAIN	119	23.50	37	9.25	616	215.75	26	13.75	782	262.25
93 OTHER							52	27.50	52	27.50
SUB-TOTAL	234	46.00	57	13.75	1,857	617.00	138	70.50	2,283	747.25
SUB-TOTAL	6,978	1,230.50	2,100	500.25	7,428	2,432.75	1,472	782.75	17,178	4,946.25
TOTAL $	24,252		2,244		13,723		3,090		29,308	
HRS		1,838.50		520.75		4,452.00		1,726.25		8,521.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,290	234.75	4	1.00	31	8.50			1,631	244.25
95 TRAIN					42	11.50			42	11.50
96 ON CAMP	412	67.25	32	8.25	1	.25			444	75.75
97 OFF CAMP	17	3.50			5	1.50			22	5.00
98 PUB SERV										
99 OTHER	527	80.00	17	4.50	105	31.50			649	116.00
SUB-TOTAL	2,551	385.50	53	13.75	184	53.25			2,788	452.50
SUB-TOTAL	2,551	385.50	53	13.75	184	53.25			2,788	452.50
TOTAL $	14,942		2,197		13,967		3,090		32,096	
HRS		2,324.00		524.50		4,565.25		1,720.25		9,074.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR I/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	25	3.50	88	23.00	350	123.75	8	5.00	461	155.25
2 REQUEST	197	36.25	21	5.25					178	41.50
5 TYPE					101	34.25	97	55.25	198	89.50
6 OTHER										
SUB-TOTAL	172	39.75	109	28.25	451	158.00	105	60.25	837	286.25
B. ORDER										
7 SEARCH	3	.75	40	12.75	167	58.75	795	428.75	1,011	501.00
742 SEARCH										
743 NUC										
744 MCRS										
745 CARDSET										
8 VENDOR	100	25.00	12	3.00					112	28.00
10 TYPE PO			22	3.50	159	55.50			181	59.00
11 REVISE	34	8.00					2	1.00	36	9.00
12 SIGN	21	5.00	7	2.00	6	2.00			34	9.00
13 FILE			30	8.50	179	59.75	64	32.75	273	101.00
14 ENCUMBER			172	48.75					172	48.75
15 OTHER										
SUB-TOTAL	158	36.75	279	78.50	521	176.00	861	462.50	1,819	753.75
C. RECEIVE										
16 UNPACK			34	9.75	54	18.00	156	80.00	244	107.75
18 ON ORDER			17	5.00			62	32.00	79	37.00
19 KARDEX			56	16.00	120	38.00			176	54.00
20 COLLATE					11	4.00			11	4.00
21 RETURN			38	11.00					38	11.00
22 ACCESS			109	30.75			198	85.25	307	116.00
23 SOURCE					24	7.75			24	7.75
24 GIFT			27	8.75	46	16.75	196	107.00	269	130.50
25 DISTRIB			8	2.50	53	18.00	65	37.50	127	58.00
26 RECEIPT			152	44.00	24	9.00			176	53.00
27 INVOICE	13	2.50	284	79.75			87	37.75	384	120.00
28 EXPEND			299	85.75					299	85.75
29 OTHER			43	14.00			2	1.00	51	15.00
SUB-TOTAL	13	2.50	1,173	349.25	332	111.50	766	380.50	2,181	799.75
D. POST CAT										
30 CLEAR			8	2.25	57	19.75	35	19.25	100	41.25
31 FILE			23	8.25	6	2.00	14	8.00	49	18.25
32 NOTIFY	5	1.75	1	.25	7	2.25			13	4.25
33 LIST	79	15.00							79	15.00
34 OTHER			56	14.00	144	53.00			200	67.00
SUB-TOTAL	84	16.75	94	24.75	214	77.00	49	27.25	441	145.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR I/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	3	.75	316	84.50	134	49.25	9	4.50	456	134.00
36 CLAIMS			116	31.75	199	72.50			315	104.25
37 CANCEL	4	1.00	18	5.00					22	6.00
38 O.P.	32	7.75	12	3.50					44	11.25
39 INQUIRY	6	1.50			40	13.50			46	15.00
40 OTHER			25	6.50					25	6.50
SUB-TOTAL	45	11.00	481	131.25	373	135.25	9	4.50	908	282.00
SUB-TOTAL	472	116.75	2,033	568.00	1,891	657.75	1,790	935.00	6,186	2,267.50
II. CATALOG										
F. PRE CAT										
41 SORT			2	.50	7	2.25	60	31.75	69	34.50
42 SEARCH			9	2.50			3	2.00	12	4.50
43 NUC			62	14.25	136	67.25	405	211.00	603	292.50
44 MCRS										
45 CARDSET							5	3.00	5	3.00
46 OTHER			24	6.00	42	15.50	7	4.00	73	25.50
SUB-TOTAL			97	23.25	245	85.00	480	251.75	822	360.00
G. LC DATA										
47 ORD CRDS			27	7.50	33	10.75	71	31.00	131	49.25
48 REC LC			14	3.75	38	12.50	41	22.75	93	40.00
49 REC PS										
50 FILE							3	2.00	3	2.00
51 OTHER										
SUB-TOTAL			41	11.25	71	24.25	115	55.75	227	91.25
H. ADD C/V										
52 ADD C/V			64	16.75	48	17.50	2	1.00	114	35.25
SUB-TOTAL			64	16.75	48	17.50	2	1.00	114	35.25
I. LC CAT										
54 MARCH			432	30.50	42	4.25	21	12.75	169	53.50
55 CATALOG	466	99.25	1,092	269.75	86	23.50			1,300	323.50
55A SC CMA	15	3.50	8	2.25	6	2.25	60	32.75	89	46.75
56 REVISE			21	5.75	5	2.00	13	6.00	39	13.75
57 OTHER	4	1.00					2	1.00	6	2.00
SUB-TOTAL	487	99.75	1,553	314.25	103	38.00	96	52.50	1,933	504.50
J. ORIG CAT										
58 CATALOG	1,124	224.50	240	57.00	31	10.75			1,391	289.25
59 REVISE	55	13.75							55	13.75
60 SC CMA	224	44.50	75	18.75					286	55.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR I/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	1,424	280.75	321	75.75	31	10.75			1,776	367.25
K. CRD PROC										
62 SET CDS	52	10.50			1,167	425.75			1,219	444.25
63 MASTER	23	6.25	68	15.00	178	62.25	1	.25	270	83.75
64 REV MSTR					177	64.50	5	2.25	182	66.75
65 MODIFY					5	1.75			5	1.75
66 REPRO					33	12.50	9	3.75	42	16.25
67 SORT					12	4.25	6	2.50	18	6.75
68 NO. A E					3	1.25			3	1.25
69 REV TYPE					125	46.75	46	20.00	171	66.75
70 AUTH CD	7	2.50			9	3.00			16	5.50
71 X REF CD	6	2.25			5	1.75			11	4.00
72 OTHER										
SUB-TOTAL	88	31.50	68	15.00	1,714	623.75	67	28.75	1,937	699.00
L. END PROC										
73 CIRC CD	18	6.50	38	8.50	208	74.25	55	26.25	319	115.50
74 BK POCT	12	4.25	38	8.50	181	64.50	46	22.00	277	99.25
75 SPINE					244	86.50	234	110.25	478	196.75
76 FIX SLP					21	7.75	61	29.75	82	37.50
77 FIX REV					3	1.00			3	1.00
78 STAMP					23	8.25	11	5.25	34	13.50
79 JACKET										
80 BINDERY			86	22.25	317	113.00	58	25.25	461	160.50
81 MENDING			30	8.25	156	53.00	132	68.50	312	129.75
82 REVISE					16	5.25	1	.50	17	5.75
83 DISTRIB					126	41.00	2	1.00	128	41.00
84 MANUAL	3	.75	5	1.50	9	3.25	1	.25	18	5.75
85 OTHER							66	31.50	66	31.50
SUB-TOTAL	33	11.50	157	40.00	1,248	456.75	667	326.50	2,105	837.75
M. FILING										
86 SORT SL										
87 FILE SL					3	1.25	20	9.75	23	11.00
88 REV SL			89	24.00					89	24.00
89 SORT CAT	52	18.50			359	134.75	53	26.50	464	179.75
90 FILE CAT			6	2.00	86	30.75	328	162.50	420	195.25
91 REV CAT	27	9.50	269	68.00	411	78.75			447	156.25
92 MAINTAIN	40	8.50	249	50.50	37	14.00	61	32.00	393	111.00
93 OTHER										
SUB-TOTAL	119	36.50	613	134.50	896	359.50	462	230.75	1,836	857.25
SUB-TOTAL	1,667	360.00	2,259	539.75	4,208	1,515.50	1,889	941.00	10,526	3,487.25
TOTAL $	2,283		4,827		5,097		5,079		16,492	
HRS		5.25		2,203.75		4,173.25		1,876.00		8,754.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR I/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	799	143.00	771	203.25	386	131.00			1,857	474.25
95 TRAIN			43	10.50					43	10.50
96 ON CAMP	189	39.75	74	18.50					263	58.25
97 OFF CAMP	92	18.50	43	10.50					135	29.00
98 PUB SERV	167	37.75	175	44.50	58	18.75	24	12.75	424	113.75
99 OTHER										
SUB-TOTAL	1,248	239.00	1,166	284.25	444	149.75	24	12.75	2,722	685.75
SUB-TOTAL	1,248	239.00	1,166	284.25	444	149.75	24	12.75	2,722	685.75
TOTAL $	3,437		5,733		6,541		3,703		19,414	
HRS		740.75		1,488.00		2,323.00		1,888.75		6,440.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR J/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	88	17.25	607	152.25	657	138.00	454	253.00	1,806	618.50
2 REQUEST	430	76.50	847	204.00	71	24.25			1,354	304.75
5 TYPE	8	2.50	19	4.50	54	18.50	37	22.25	118	46.75
6 OTHER			73	18.25			27	14.75	106	33.00
SUB-TOTAL	532	95.25	1,552	377.00	782	240.75	518	290.00	3,384	1,003.00
B. ORDER										
7 SEARCH	472	94.25	2,514	672.00	950	335.00	128	76.75	4,064	1,175.00
742 SEARCH			225	59.00	79	26.25			304	85.25
743 NUC	285	58.25	730	190.50	1,131	403.00	9	5.50	2,155	664.25
744 MURS	1	.25	273	73.00	65	23.25			339	93.50
745 CARDSET										
8 VENDOR	40	8.25	638	167.50	88	30.75			766	206.50
10 TYPE PO	8	2.50	180	45.25	561	141.75	231	133.25	926	321.75
11 REVISE	1	.25	33	9.50	5	1.75	1	.75	40	12.25
12 SIGN			5	1.25	92	28.00			97	29.25
13 FILE	23	3.25	671	178.25	446	144.00	165	98.00	1,295	423.50
14 ENCUMBER			261	63.25	55	17.00	59	35.25	375	115.50
15 OTHER			273	73.25	28	9.50			301	82.75
SUB-TOTAL	828	184.00	5,869	1,538.75	3,446	1,157.25	593	349.50	10,662	3,209.50
C. RECEIVE										
16 UNPACK			261	54.50	279	95.50	240	141.50	720	288.50
18 ON ORDER			161	28.25	44	15.00	140	81.00	345	124.25
19 KARDEX			947	221.75	738	249.00	744	434.25	2,399	945.00
20 COLLATE			95	22.25	1	.50	53	31.50	149	54.25
21 RETURN			60	15.00	184	59.50	1	.75	245	75.25
22 ACCESS			12	3.50	79	27.25	1	.50	92	31.25
23 SOURCE			106	29.50	318	117.75	107	64.00	531	207.25
24 GIFT	3	.50	23	5.50	70	23.00	48	28.00	144	57.00
25 DISTRIB			303	68.75	862	272.75	226	135.50	1,391	477.00
26 RECEIPT							10	5.75	10	5.75
27 INVOICE			310	72.25	760	243.75	65	39.25	1,135	355.25
28 EXPEND			179	42.50	46	17.00	96	57.75	321	117.25
29 OTHER	75	15.25	51	11.25	49	16.00	31	18.00	206	60.50
SUB-TOTAL	78	15.75	2,378	588.00	3,430	1,137.00	1,762	1,037.75	7,648	2,758.50
D. POST CAT										
30 CLEAR			78	19.50	4	1.50	109	66.50	189	81.50
31 FILE			8	2.25	42	15.00	24	14.50	74	31.75
32 NOTIFY			1	.25					1	.25
33 LIST			2	.50	4	1.50	6	3.75	12	5.75
34 OTHER					2	.75			2	.75
SUB-TOTAL			87	22.50	52	18.75	139	78.75	278	120.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR J/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	1,067	290.50	1,091	280.75	2,744	834.75	137	86.75	5,639	1,492.75
36 CLAIMS			156	38.00	138	65.00	36	21.00	390	124.00
37 CANCEL			118	29.00	81	23.25	6	3.75	205	56.00
38 O.P.			4	1.00	10	3.50	3	2.00	17	6.50
39 INQUIRY	4	1.00	623	148.25	449	144.00	52	31.50	1,128	324.75
40 OTHER	12	2.00	180	45.50	233	75.75	65	38.50	496	161.75
SUB-TOTAL	1,683	299.50	2,178	542.50	3,715	1,146.25	299	177.50	7,875	2,165.75
SUB-TOTAL	3,213	574.50	12,004	3,048.75	11,419	3,730.00	3,311	1,933.50	29,847	9,256.75
II. CATALOG										
F. PRE CAT										
41 SORT			100	23.00	285	93.50	45	27.25	430	143.75
42 SEARCH	114	18.75	427	109.00	7	2.50	53	31.50	598	161.75
43 NUC	102	20.25	377	100.75	178	59.25	51	29.75	708	210.00
44 MCRS			79	20.75	698	235.00	233	138.75	1,010	394.50
45 CARDSET										
46 OTHER					10	3.25	20	11.75	30	15.00
SUB-TOTAL	213	39.00	983	253.50	1,178	393.50	402	239.00	2,776	925.00
G. LC DATA										
47 ORD GROS			43	11.75	8	2.25	50	29.75	101	43.75
48 REC LC			13	3.50	51	17.00	23	13.50	87	34.00
49 REC PS										
50 FILE							15	9.25	15	9.25
51 OTHER							12	7.00	12	7.00
SUB-TOTAL			56	15.25	59	19.25	100	59.50	215	94.00
H. ADD C/V										
52 ADD C/V	39	6.75	885	232.25	421	130.75	117	69.75	1,462	439.50
53 OTHER					6	2.00	2	1.00	8	3.00
SUB-TOTAL	39	6.75	885	232.25	427	132.75	119	71.75	1,470	442.50
I. LC CAT										
54 MATCH			210	55.75	108	34.00	82	49.00	390	138.75
55 CATALOG	41	8.00	2,894	535.25	908	314.75	24	14.25	2,927	872.25
55A SL CHK			241	60.75	71	23.00	38	22.75	350	112.50
56 REVISE	64	14.00	85	24.00			1	.50	150	38.50
57 OTHER	8	1.50					2	1.25	10	2.75
SUB-TOTAL	113	23.50	2,420	681.75	1,147	371.75	147	87.75	3,833	1,164.75
J. ORIG CAT										
58 CATALOG	4,463	830.25	502	135.00	236	67.25			5,171	1,138.50
59 REVISE	103	36.25	11	2.50			1	.75	177	39.50
60 SL CHK	61	22.75	230	58.25			4	2.50	301	72.50

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR J/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	4,089	881.25	749	195.75	266	67.25	5	3.25	5,649	1,146.50
K. ORD PROC										
62 SET CDS			53	14.00	107	35.75	333	199.00	493	248.75
63 MASTER			98	24.25	711	242.00	233	138.25	1,042	404.50
64 REV MSTR	12	2.25	17	4.75	312	88.25	1	.50	342	95.75
65 MODIFY			39	9.25	68	22.00	87	51.00	194	82.25
66 REPRO			37	9.50	184	64.00	25	12.00	246	85.50
67 SORT			114	31.25	40	15.00	41	23.50	195	69.75
68 NO, A E			75	18.25	100	34.00	73	43.50	248	95.75
69 REV TYPE			261	68.25	132	41.75	9	5.50	402	115.50
70 AUTH CD			11	3.00			45	27.00	56	30.00
71 X REF CD			25	7.00	25	8.50	9	5.00	59	20.50
72 OTHER			15	4.00	378	136.25	25	14.00	418	154.25
SUB-TOTAL	12	2.25	745	193.50	2,057	687.50	881	519.25	3,695	1,402.50
L. END PROC										
73 CIRC CD							8	4.50	8	4.50
74 BK PCKT			59	16.50			4	2.25	63	18.75
75 SPINE			76	21.50	45	15.75	470	275.00	591	312.25
76 FIX SLP			20	5.75	8	3.00	344	200.25	372	209.00
77 FIX REV							61	34.00	61	34.00
78 STAMP			44	11.50	55	19.25	202	118.25	301	149.00
79 JACKET							1	.50	1	.50
80 BINDERY			916	241.25	197	61.75	489	280.50	1,602	583.50
81 MENDING			26	7.00	1,366	435.00	561	324.00	1,953	766.00
82 REVISE	72	19.75	560	125.50	291	110.25	12	6.50	935	258.00
83 DISTRIB	18	4.00	164	36.75			6	3.25	188	44.00
84 WORKMAL			49	13.75	26	9.50	2	1.25	77	24.50
85 OTHER	10	2.00	124	28.00			12	6.50	146	36.50
SUB-TOTAL	100	21.75	2,038	507.50	1,988	654.50	2,172	1,256.75	6,298	2,440.50
M. FILING										
86 SORT SL			43	11.00			74	44.00	117	55.00
87 FILE SL	5	1.00	79	21.25	12	4.75	63	37.25	159	64.25
88 REV SL	72	13.25	50	13.75	7	2.00			128	29.00
89 SORT CAT			110	30.00	23	9.00	211	126.50	344	165.50
90 FILE CAT	68	12.25	113	31.00	531	194.75	386	226.25	1,098	464.25
91 REV CAT	312	58.75	108	30.25	203	68.50	59	33.75	712	197.25
92 MAINTAIN	765	167.25	708	209.25	752	254.00	169	101.25	2,474	751.75
93 OTHER	5	.75	31	8.00	49	18.25	22	13.25	107	40.25
SUB-TOTAL	1,260	273.25	1,352	350.50	1,577	551.25	984	582.25	5,139	1,767.25
SUB-TOTAL	6,392	1,240.75	9,234	2,440.00	8,639	2,877.75	4,810	2,818.50	29,075	9,383.00
TOTAL $	9,265		11,238		20,258		3,161		58,922	
HRS		1,822.25		3,488.75		6,577.75		4,752.00		18,833.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR J/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	2,837	321.25	2,129	270.50	162	45.25			3,128	643.00
95 TRAIN	209	17.25	65	15.00	17	5.25			191	37.50
96 ON CAMP	2,755	485.75	137	34.25	54	15.25	5	2.75	2,331	538.00
97 OFF CAMP	240	42.50	35	8.00	5	1.50			280	52.00
98 PUB SERV	1,491	281.00	1,014	239.00	76	21.75	4	2.25	2,585	544.00
99 OTHER	831	158.50	9	2.00					840	160.50
SUB-TOTAL	7,363	1,306.25	2,389	574.75	314	89.00	9	5.00	10,015	1,975.00
SUB-TOTAL	7,363	1,306.25	2,389	574.75	314	89.00	9	5.00	10,015	1,975.00
TOTAL $	16,308		23,627		20,372		3,130		68,337	
HRS		3,127.50		8,063.50		8,666.75		4,757.00		20,614.75

TECHNICAL PROCESSING COST STUDY - 1972

OPERATION
FUNCTION
ACTIVITY

ACTIVITY DETAIL FOR K/ALL MEDIA

COST($) / TIME(HRS)

	PROFESSIONAL		LIBRARY ASSISTANT		CLERICAL		STUDENT ASSISTANT		TOTAL	
	$	HRS	$	HRS	$	HRS	$	HRS	$	HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	95	4.75	23	0.75	427	145.00	340	185.25	885	333.75
2 REQUEST	160	29.25	45	13.00	129	38.50			334	78.75
5 TYPE	141	7.75	58	10.25	127	46.50	70	35.50	396	128.00
6 OTHER										
SUB-TOTAL	396	61.75	126	36.00	683	230.00	410	220.75	1,615	556.50
B. ORDER										
7 SEARCH	1,439	254.50	448	117.50	1,092	401.00	589	294.00	3,264	1,064.00
742 SEARCH										
743 NUC			144	43.00	500	187.00			644	230.00
744 MCRS										
745 CARDSET										
8 VENDOR	119	20.75	11	3.25	11	3.50			141	27.50
10 TYPE PO	9	1.75			1,362	472.50	99	47.50	1,470	521.75
11 REVISE	14	2.00	20	4.00	274	85.00			305	91.00
12 SIGN					31	9.50			31	9.50
13 FILE	64	12.00	6	1.75	638	215.00	46	23.75	759	252.50
14 ENCUMBER	10	2.00			290	82.75			300	84.75
19 OTHER	104	20.00			36	11.00			164	37.00
SUB-TOTAL	1,487	318.00	629	169.50	4,228	1,467.25	734	365.25	7,078	2,318.00
C. RECEIVE										
16 UNPACK	157	28.50			146	50.50	335	189.50	638	268.50
18 ON ORDER					181	64.50	57	31.00	238	95.50
19 KARDEX	32	6.25	337	93.50	1,040	366.25	44	26.00	1,453	492.00
20 COLLATE	6	1.00					29	15.00	35	16.00
21 RETURN	6	1.25			189	65.50	90	45.75	285	112.50
22 ACCESS							16	8.50	16	8.50
23 SOURCE					127	46.50	152	77.25	279	123.75
24 GIFT	149	32.25	24	7.00			76	44.50	249	83.75
25 DISTRIB					8	2.50	60	29.00	68	31.50
26 RECEIPT	58	7.75							58	7.75
27 INVOICE	113	20.50			1,535	518.00	33	16.00	1,687	554.50
28 EXPEND					471	137.25			470	137.25
29 OTHER	5	1.00						.25	5	1.25
SUB-TOTAL	563	98.50	361	100.50	3,696	1,251.00	892	482.75	5,477	1,932.75
D. POST CAT										
3C CLEAR	22	6.00	60	18.00	44	15.00	8	4.75	133	43.75
3A FILE							2	1.00	2	1.00
3E NOTIFY			83	18.75	154	48.00	9	4.50	226	71.25
33 LIST	35	6.00			97	36.50			132	42.50
34 OTHER										
SUB-TOTAL	58	12.00	143	36.75	295	99.50	19	10.25	493	158.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR K/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	476	33.00	354	95.25	966	313.75	25	13.50	1,821	515.50
36 CLAIMS	168	30.25			464	154.00	191	96.50	823	280.75
37 CANCEL	6	1.25	7	2.25	192	60.75			205	64.25
38 O.P.			9	2.75					9	2.75
39 INQUIRY	941	170.25	15	4.50	488	171.00	8	3.75	1,452	349.50
40 OTHER	101	19.75					1	.25	102	20.00
SUB-TOTAL	1,692	320.50	385	104.75	2,110	699.50	225	108.00	4,412	1,232.75
SUB-TOTAL	4,259	826.75	1,624	447.50	11,912	3,747.25	2,280	1,187.00	19,075	6,158.50
II. CATALOG										
F. PRE CAT										
41 SORT	37	13.25	152	43.50	1	.50	4	1.75	254	69.00
42 SEARCH	1,269	251.25	56	15.25	159	59.25	37	21.25	1,361	347.00
43 NUC	1,342	266.50	41	11.50	205	77.00	8	4.75	1,596	359.75
44 MCRS			29	8.50					29	8.50
45 CARDSET	23	5.50	142	40.50	66	25.25			231	72.25
46 OTHER	80	16.25			6	2.00			86	18.25
SUB-TOTAL	2,652	553.75	420	119.25	437	164.00	49	27.75	3,557	874.75
G. LC DATA										
47 ORD CRDS										
48 REC LC			1	.25			97	45.25	98	45.50
49 REC PS							201	93.75	201	93.75
50 FILE					17	7.00	441	253.75	458	260.75
51 OTHER										
SUB-TOTAL			1	.25	17	7.00	739	398.75	757	406.00
H. ADD C/V										
52 ADD C/V	922	186.25	161	51.00	974	305.00	44	24.25	2,101	566.50
53 OTHER					33	10.75			33	10.75
SUB-TOTAL	922	186.25	161	51.00	1,007	315.75	44	24.25	2,134	597.25
I. LC CAT										
54 MATCH	32	6.50	30	10.75	31	11.50	6	3.00	103	31.75
55 CATALOG	566	116.75	231	53.50	4,441	1,666.50			5,232	1,936.75
55A SL CHK	23	4.50			18	6.00			41	10.50
56 REVISE	23	4.25	79	19.50	7	2.50			109	26.25
57 OTHER	30	7.25			4	1.50			40	8.75
SUB-TOTAL	674	139.25	345	83.75	4,501	1,682.00	6	3.00	5,525	1,914.00
J. ORIG CAT										
58 CATALOG	5,572	1,187.50	29	9.25	124	47.75			5,125	1,254.50
59 REVISE	180	38.00			2	.75			183	38.75
60 SL CHK	534	110.25	5	1.25	30	10.75	37	21.50	606	139.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR K/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	37	9.00							37	9.00
SUB-TOTAL	6,784	1,348.75	34	10.50	156	59.25	37	21.50	7,011	1,440.00
K. CRD PROC										
62 SET GDS					47	17.00	3	1.25	50	18.25
63 MASTER					75	27.00	136	69.00	211	96.00
64 REV MSTR					212	68.75			212	68.75
65 MODIFY			7	2.25	190	71.50	142	82.75	339	156.50
66 REPRO					5	1.50	316	178.00	321	179.50
67 SORT	21	0.25	297	89.25	625	229.50	169	90.75	1,112	415.75
68 NO, A E			25	0.50	4,544	1,667.25	79	43.50	4,648	1,717.25
69 REV TYPE	36	20.00	371	246.75	875	278.00			1,938	544.75
70 AUTH CD	264	50.50			3	1.00	3	1.25	270	58.75
71 X REF CD										
72 OTHER					63	20.25	1	.50	64	20.75
SUB-TOTAL	377	82.75	1,300	344.75	6,638	2,381.75	849	467.00	9,165	3,276.25
L. END PROC										
73 CIRC CD										
74 BK POKT			43	15.00	102	37.75	1,012	535.50	1,163	588.25
75 SPINE	2	.50	12	3.75	76	21.75	1,248	694.75	1,332	720.75
76 FIX SLP							60	35.00	60	35.00
77 FIX REV							1	.50	1	.50
78 STAMP							55	32.50	55	32.50
79 JACKET					11	3.75			11	3.75
80 BINDERY	1,313	339.25	868	255.25	586	215.75	749	429.25	3,522	1,239.50
81 MENDING					2,073	715.25	52	30.50	2,125	745.75
82 REVISE	25	3.25	316	90.00	657	216.25			988	309.50
83 DISTRIB							18	10.75	18	10.75
84 WDRAWAL	3	.50	34	21.50	76	22.25			167	44.25
85 OTHER	51	21.75	180	48.75	34	12.50	8	4.75	279	75.75
SUB-TOTAL	1,390	365.25	1,525	432.25	3,603	1,245.25	3,203	1,773.50	9,721	3,906.25
M. FILING										
86 SORT SL	55	20.50			16	6.50	151	85.50	224	102.50
87 FILE SL	20	8.00			22	8.00	187	97.50	235	111.50
88 REV SL	456	31.50	31	10.00	120	38.50	8	4.25	315	84.25
89 SORT CAT	402	39.25	323	90.25	328	124.25	1,256	709.25	2,077	963.00
90 FILE CAT	960	208.25	150	47.50	904	314.75	258	143.50	2,238	720.00
91 REV CAT	1,213	240.75	9	2.00	68	20.75	7	4.00	1,297	275.50
92 MAINTAIN	2,429	274.00	419	122.25	263	91.25	1,498	806.50	3,805	1,294.00
93 OTHER					8	2.50	8	4.50	16	7.00
SUB-TOTAL	3,554	818.25	940	268.00	1,731	606.50	3,375	1,861.00	10,367	3,553.75
SUB-TOTAL	16,705	3,470.25	4,726	1,315.75	18,091	6,481.50	8,362	4,578.75	47,877	15,824.25
TOTAL $	44,927		8,350		28,100		11,582		88,952	
HRS		9,287.00		2,703.25		10,208.75		5,763.75		22,322.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR K/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	2,794	390.25	2,255	331.75	371	113.25			3,417	745.25
95 TRAIN										
96 ON CAMP	705	112.50	112	26.75	102	36.25			319	175.50
97 OFF CAMP	283	55.50			23	8.25			316	63.75
98 PUB SERV										
99 OTHER	915	124.25			160	52.50			1,075	176.75
SUB-TOTAL	3,704	592.50	1,367	358.50	656	210.25			5,727	1,161.25
SUB-TOTAL	3,704	592.50	1,367	358.50	656	210.25			5,727	1,161.25
TOTAL $	24,021		7,717		29,759		11,582		72,679	
HRS		4,079.50		2,121.75		10,413.00		5,763.75		23,184.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR L/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	269	38.75	41	12.75	104	39.25	8	3.50	358	94.25
2 REQUEST	1,322	271.75			17	6.50			1,339	278.25
5 TYPE	134	24.50	167	47.25	100	33.00	12	4.50	413	109.25
6 OTHER	456	91.00							456	91.00
SUB-TOTAL	2,117	426.00	208	60.00	221	78.75	20	8.00	2,566	572.75
B. ORDER										
7 SEARCH	735	154.75	1,262	359.25	730	243.75	15	7.75	2,742	765.50
742 SEARCH	6	1.00							6	1.00
743 NUC	126	26.00	815	229.00	46	16.50			991	272.50
744 MURS										
745 CARDSET										
8 VENDOR	107	23.50							107	23.50
10 TYPE PO			545	150.75	823	298.00	74	37.75	1,442	486.50
11 REVISE	11	2.00	145	39.00					156	41.00
12 SIGN					7	2.75			7	2.75
13 FILE	27	6.00	393	112.75	302	100.50	9	4.50	731	223.75
14 ENCUMBER			28	7.25	80	25.00			108	32.25
15 OTHER	69	12.75	54	17.25					114	30.00
SUB-TOTAL	1,074	226.00	3,242	915.25	1,990	686.50	98	50.00	6,404	1,879.75
C. RECEIVE										
16 UNPACK	89	17.25	167	33.75	66	24.00	265	131.25	547	206.25
18 ON ORDER	95	20.25	2	.50	787	265.25			884	286.00
19 KARDEX	37	8.00	181	51.75	731	279.25	155	86.50	1,104	425.50
20 COLLATE					8	3.00	42	22.25	50	25.25
21 RETURN	1	.25	126	36.50	166	34.75			217	65.50
22 ACCESS	5	1.00			970	308.25			975	309.25
23 SOURCE										
24 GIFT					12	4.25			12	4.25
25 DISTRIB			20	5.25	33	11.00	17	8.75	70	25.00
26 RECEIPT										
27 INVOICE	0	1.50	372	102.00	1,083	349.25	17	8.50	1,480	461.25
28 EXPEND					218	68.25			218	68.25
29 OTHER										
SUB-TOTAL	235	48.25	818	223.75	4,008	1,347.25	496	257.25	5,557	1,876.50
D. POST CAT										
30 CLEAR	99	20.75	354	82.25	201	67.50	10	5.50	664	176.00
31 FILE			1	.25					1	.25
32 NOTIFY	11	2.25			8	2.75			18	5.00
33 LIST										
34 OTHER										
SUB-TOTAL	108	23.00	355	82.50	209	70.25	10	5.50	683	181.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR L/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	158	31.25	107	24.75					265	56.00
36 CLAIMS	22	4.00	118	34.25	539	197.00	35	20.00	714	255.25
37 CANCEL	14	3.25	28	8.00	77	25.50	6	3.00	125	39.75
38 O.P.	23	4.00	2	.50	57	21.25			82	25.75
39 INQUIRY	458	85.75	420	121.50	265	96.50	17	9.00	1,160	312.75
40 OTHER							2	1.25	2	1.25
SUB-TOTAL	675	128.25	675	189.00	938	340.25	60	33.25	2,348	690.75
SUB-TOTAL	4,210	853.50	5,298	1,470.50	7,366	2,523.00	684	354.00	17,558	5,201.00
II. CATALOG										
F. PRE CAT										
41 SORT	305	60.00	191	43.75	159	55.50	435	236.00	1,150	461.25
42 SEARCH	276	54.75	2	.50	2	.75	20	11.25	300	67.25
43 NUC	139	25.50			181	66.25	327	180.75	647	266.50
44 MORS										
45 CARDSET										
46 OTHER	44	10.00	66	15.75	180	65.25			290	91.00
SUB-TOTAL	824	156.25	259	60.00	522	181.75	782	428.00	2,387	826.00
G. LC DATA										
47 ORD CROS			16	3.50	196	68.00	164	89.75	376	161.25
48 REC LC					19	6.75	82	44.75	101	51.50
49 REC PS	12	2.00	23	5.00	175	60.00	203	106.50	413	173.50
50 FILE	7	1.25			9	2.75	475	261.50	491	265.50
51 OTHER							11	6.00	11	6.00
SUB-TOTAL	19	3.25	39	8.50	399	137.50	935	508.50	1,392	657.75
H. ADD C/V										
52 ADD C/V	596	119.50	414	97.25	802	278.00	26	12.75	1,838	507.50
53 OTHER							8	4.00	8	4.00
SUB-TOTAL	596	119.50	414	97.25	802	278.00	34	16.75	1,846	511.50
I. LC CAT										
54 MATCH	37	7.50			162	55.25	27	14.50	226	77.25
55 CATALOG	5,223	1,050.25			6	1.75	9	5.00	5,238	1,057.00
55A SL CHK	9	1.50					56	32.00	65	33.50
56 REVISE	443	84.50							443	84.50
57 OTHER										
SUB-TOTAL	5,712	1,143.75			168	57.00	92	51.50	5,972	1,252.25
J. ORIG CAT										
58 CATALOG	2,481	479.75			345	117.50	8	3.25	2,834	600.50
59 REVISE	1,104	211.25							1,104	211.25
60 SL CHK	51	10.25	1	.25	92	37.75			144	48.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR L/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	3,636	701.25	1	.25	437	155.25	8	3.25	4,082	860.00
K. CRD PROC										
62 SET CDS			5	1.75	352	126.50	21	8.00	378	136.25
63 MASTER	253	54.25			201	67.75			454	122.00
64 REV MSTR	16	2.75	9	2.00	26	9.50			51	14.25
65 MODIFY					95	33.75			95	33.75
66 REPRO					350	116.25			350	116.25
67 SORT					289	95.25			289	95.25
68 NO, A E			75	24.25	2,805	982.50			2,880	1,006.75
69 REV TYPE	87	15.00	1,150	323.25	544	187.50			1,781	525.75
70 AUTH CD	10	2.50	36	10.25	110	38.25	33	18.75	189	69.75
71 X REF CD			25	7.50	104	36.25			129	43.75
72 OTHER										
SUB-TOTAL	366	74.50	1,300	369.00	4,876	1,693.50	54	26.75	6,596	2,163.75
L. END PROC										
73 CIRC CD					1	.50			1	.50
74 BK PCKT			2	.50	518	187.00	152	86.75	672	274.25
75 SPINE	61	20.75	64	17.00	961	359.50	271	140.75	1,357	538.00
76 FIX SLP	27	9.50			74	26.25	259	148.00	360	183.75
77 FIX REV					2	.50			2	.50
78 STAMP	13	4.75			257	95.50	113	60.00	383	160.25
79 JACKET										
80 BINDERY	672	137.75			863	311.75	1,141	613.75	2,676	1,063.25
81 MENDING	101	14.00			868	284.75	63	32.50	1,032	331.25
82 REVISE			71	15.75	277	95.25			348	111.00
83 DISTRIB			1	.25	54	20.75	13	5.25	68	26.25
84 WDRAWAL	27	6.50	23	5.25	70	23.75		.25	120	35.75
85 OTHER										
SUB-TOTAL	901	193.25	161	38.75	3,945	1,405.50	2,012	1,087.25	7,019	2,724.75
M. FILING										
86 SORT SL					40	13.75	36	19.00	76	32.75
87 FILE SL	3	.50			67	22.75	60	31.00	130	54.25
88 REV SL	293	57.50	57	18.00	42	14.50	4	2.00	396	92.00
89 SORT CAT					84	31.25	412	231.50	496	262.75
90 FILE CAT	45	9.00			351	127.75	559	308.25	955	445.00
91 REV CAT	614	116.25			171	53.25			785	169.50
92 MAINTAIN	412	74.25	346	94.50	704	250.75	50	28.50	1,512	448.00
93 OTHER					115	39.75			115	39.75
SUB-TOTAL	1,367	257.50	403	112.50	1,574	553.75	1,121	620.25	4,465	1,544.00
SUB-TOTAL	13,421	2,649.25	2,577	686.25	12,723	4,462.25	5,038	2,742.25	33,759	10,540.00
TOTAL $	17,631		7,875		20,089		5,722		51,317	
HRS		3,502.75		2,156.75		6,985.25		3,096.25		15,741.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR L/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,103	193.00	273	66.00	180	57.00			1,553	316.00
95 TRAIN			15	4.25	275	98.50			290	102.75
96 ON CAMP	203	34.50	57	15.25	95	31.75			355	81.50
97 OFF CAMP	16	3.50	14	3.75					30	7.25
98 PUB SERV	858	166.00			150	47.75	501	272.25	1,509	486.00
99 OTHER										
SUB-TOTAL	2,180	397.00	356	89.25	700	235.00	501	272.25	3,737	993.50
SUB-TOTAL	2,180	397.00	356	89.25	700	235.00	501	272.25	3,737	993.50
TOTAL $	19,811		8,231		20,789		6,223		55,054	
HRS		3,899.75		2,246.00		7,220.25		3,368.50		16,734.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	6	1.00	71	18.50	405	131.25	338	181.75	820	332.50
2 REQUEST	32	9.25	43	10.75					75	16.00
5 TYPE			98	28.25	147	50.75	255	103.75	500	182.75
6 OTHER			18	5.25	38	12.25	133	82.25	255	99.75
SUB-TOTAL	38	6.25	230	62.75	590	194.25	792	367.75	1,650	631.00
B. ORDER										
7 SEARCH	78	16.50	1,966	572.00	3,416	1,159.75	1,061	473.25	6,521	2,221.50
742 SEARCH										
743 NUC										
744 MCRS										
745 CARDSET										
8 VENDOR			168	44.25	71	24.25	18	8.00	257	76.50
10 TYPE PO			122	34.75	852	304.00	69	33.00	1,043	371.75
11 REVISE			29	9.25	361	129.50	10	4.75	400	143.50
12 SIGN	99	17.00	21	5.50	27	10.00	3	1.00	150	33.50
13 FILE			161	47.00	261	92.50	231	107.25	653	246.75
14 ENCUMBER			32	8.75	144	46.25	47	16.50	223	71.50
15 OTHER			353	96.00	260	85.50	195	85.75	808	267.25
SUB-TOTAL	177	33.50	2,852	817.50	5,392	1,851.75	1,634	729.50	10,055	3,432.25
C. RECEIVE										
16 UNPACK			222	64.00	112	39.75	434	238.75	768	342.50
18 ON ORDER			62	17.00	22	7.25	36	20.25	120	44.50
19 KARDEX	122	20.50			755	245.75	820	465.25	1,697	731.50
20 COLLATE			26	7.50	3	1.00	8	4.75	37	13.25
21 RETURN			156	40.50	101	35.50	32	18.50	289	94.50
22 ACCESS					21	7.00	117	65.50	138	72.50
23 SOURCE			72	18.00	43	14.25			115	32.25
24 GIFT			9	2.75					9	2.75
25 DISTRIB			16	4.50	5	2.00	31	15.50	52	22.00
26 RECEIPT			3	1.00	799	209.25	5	2.50	807	212.75
27 INVOICE			197	52.00	251	77.50	10	3.50	458	133.00
28 EXPEND			53	15.50	77	24.00	16	5.50	146	45.00
29 OTHER	1,450	284.50	161	45.25	84	29.00	75	41.25	1,770	400.00
SUB-TOTAL	1,572	305.00	977	268.00	2,273	692.25	1,584	881.25	6,406	2,146.50
D. POST CAT										
30 CLEAR			71	22.00	231	84.75	44	22.50	346	129.25
31 FILE					2	.50	110	61.00	112	61.50
32 NOTIFY	1	.25							1	.25
33 LIST	72	17.00	6	1.50	179	56.25	1	.50	258	75.25
34 OTHER					22	8.00	31	14.25	53	22.25
SUB-TOTAL	73	17.25	77	23.50	434	149.50	186	98.25	770	288.50

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	521	84.25	405	106.50	809	269.00	35	17.50	1,770	477.25
36 CLAIMS	6	1.00			185	65.25	333	150.25	524	216.50
37 CANCEL			65	18.50	14	4.75	48	21.75	127	45.00
38 O.P.			17	4.25	66	23.50			83	27.75
39 INQUIRY	750	146.00	473	121.50	1,326	460.00	53	23.25	2,602	750.75
40 OTHER	31	5.50	155	43.00	490	157.00	199	88.25	875	293.75
SUB-TOTAL	1,308	236.75	1,115	293.75	2,890	979.50	668	301.00	5,981	1,811.00
SUB-TOTAL	3,168	598.75	5,251	1,465.50	11,579	3,867.25	4,864	2,377.75	24,862	8,309.25
II. CATALOG										
F. PRE CAT										
41 SORT	6	1.50	16	5.00	283	95.50	269	112.00	574	214.00
42 SEARCH	284	48.75	3	.75	223	78.25	177	79.00	687	206.75
43 NUC	210	37.75	332	95.75	440	145.75	99	43.50	1,081	322.75
44 MCRS										
45 CARDSET										
46 OTHER	37	6.25	57	14.25	104	36.50	59	26.25	257	83.25
SUB-TOTAL	537	94.25	408	115.75	1,050	356.00	604	260.75	2,599	826.75
G. LC DATA										
47 ORD CRDS	31	5.25			137	45.75	45	18.50	213	69.50
48 REC LC	3	1.50	27	7.50	193	63.50	151	64.75	380	137.25
49 REC PS			85	25.25	130	45.50	422	190.00	637	260.75
50 FILE					3	1.00	469	191.00	472	192.00
51 OTHER							41	18.50	41	18.50
SUB-TOTAL	40	6.75	112	32.75	463	155.75	1,128	482.75	1,743	678.00
H. ADD C/V										
52 ADD C/V			688	178.25	212	69.00	137	68.50	1,037	315.75
53 OTHER							18	6.50	18	6.50
SUB-TOTAL			688	178.25	212	69.00	155	75.00	1,055	322.25
I. LC CAT										
54 MATCH	4	.75	26	7.00	1	.50			31	8.25
55 CATALOG	735	128.75	1,847	504.75	496	173.50	473	189.25	3,551	996.25
55A SL CHK	7	1.25	15	4.00	28	9.25	3	1.00	53	15.50
56 REVISE	285	49.75	15	4.00	105	34.75	123	63.75	528	152.25
57 OTHER	7	1.25	165	44.00	32	10.00	69	24.00	273	79.25
SUB-TOTAL	1,038	181.75	2,068	563.75	662	228.00	668	278.00	4,436	1,251.50
J. ORIG CAT										
58 CATALOG	2,942	551.00	731	190.25	68	25.75	4	2.00	3,745	769.00
59 REVISE	470	84.00	17	4.00					487	88.00
60 SL CHK	168	30.00	23	6.00					191	36.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	13	2.50			22	7.75	7	4.00	42	14.25
SUB-TOTAL	3,593	667.50	771	200.25	90	33.50	11	6.00	4,465	907.25
K. CRD PROC										
62 SET CDS					1,421	472.25	120	49.50	1,541	521.75
63 MASTER					461	153.50	11	6.25	472	159.75
64 REV MSTR	13	3.00	755	202.50	34	11.00			802	216.50
65 MODIFY	3	.50			407	134.25	4	2.50	414	137.25
66 REPRO							286	114.75	286	114.75
67 SORT			56	14.50	5	2.00	351	157.00	412	173.50
68 NO, A E			28	8.00	48	17.00	269	128.50	345	153.50
69 REV TYPE	124	24.25	335	89.50			358	197.50	817	311.25
70 AUTH CD	4	.75	42	10.75	2	.75	62	21.75	110	34.00
71 X REF CD			38	10.00	85	28.25			123	38.25
72 OTHER			72	16.25	79	28.25	319	179.50	470	224.00
SUB-TOTAL	144	28.50	1,326	351.50	2,542	847.25	1,780	857.25	5,792	2,084.50
L. END PROC										
73 CIRC CD	7	1.25	24	5.25	235	71.75	946	524.00	1,212	602.25
74 BK PCKT							7	3.25	7	3.25
75 SPINE							475	209.00	475	209.00
76 FIX SLP							135	58.50	135	58.50
77 FIX REV										
78 STAMP							103	46.50	103	46.50
79 JACKET										
80 BINDERY	22	4.00	566	146.50	569	185.00	392	161.25	1,549	496.75
81 MENDING							1,157	544.75	1,157	544.75
82 REVISE					36	13.50	74	34.50	110	48.00
83 DISTRIB							103	49.75	103	49.75
84 WDRAWAL			39	9.50	48	15.00	420	230.00	507	254.50
85 OTHER	1,108	187.00			3	1.00	928	396.25	2,039	584.25
SUB-TOTAL	1,137	192.25	629	161.25	891	286.25	4,740	2,257.75	7,397	2,897.50
M. FILING										
86 SORT SL			100	27.25	7	2.75	84	43.75	191	73.75
87 FILE SL	97	18.75	689	155.00	72	23.25	621	339.25	1,479	536.25
88 REV SL			27	7.75	45	16.75	55	29.25	127	53.75
89 SORT CAT			33	9.25	342	116.00	171	92.00	546	217.25
90 FILE CAT					673	231.00	354	198.50	1,027	429.50
91 REV CAT			62	17.75	235	79.75	5	2.75	302	100.25
92 MAINTAIN			81	22.75	68	22.50	18	8.75	167	54.00
93 OTHER			13	3.25	75	25.00	344	172.25	432	200.50
SUB-TOTAL	97	18.75	1,005	243.00	1,517	517.00	1,652	886.50	4,271	1,665.25
SUB-TOTAL	6,586	1,189.75	7,007	1,846.50	7,427	2,432.75	13,738	5,104.00	31,758	10,633.00
TOTAL $	9,754		12,258		19,006		15,602		56,620	
HRS		1,788.50		3,312.00		6,360.00		7,481.75		18,942.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR M/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	2,641	491.00	2,270	569.50	329	96.75	18	9.00	5,258	1,166.25
95 TRAIN	186	37.50	145	33.75	36	10.50	29	14.75	396	96.50
96 ON CAMP	1,215	219.75	412	106.25	158	53.25	17	7.25	1,802	386.50
97 OFF CAMP	623	108.75			13	4.25			636	113.00
98 PUB SERV	1,574	299.75	25	6.00	10	3.75			1,609	309.50
99 OTHER			274	70.75	23	8.50			297	79.25
SUB-TOTAL	6,239	1,156.75	3,126	786.25	569	177.00	64	31.00	9,998	2,151.00
SUB-TOTAL	6,239	1,156.75	3,126	786.25	569	177.00	64	31.00	9,998	2,151.00
TOTAL $	15,393		15,384		19,575		15,666		66,618	
HRS		2,945.25		4,098.25		6,537.00		7,512.75		21,093.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR N/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	111	26.25	120	34.50	47	16.25	107	53.50	385	130.50
2 REQUEST	576	84.50			84	28.50			660	113.00
5 TYPE	79	14.25	35	10.50	141	39.50			255	64.25
6 OTHER	6	1.00							6	1.00
SUB-TOTAL	772	126.00	155	45.00	272	84.25	107	53.50	1,306	308.75
B. ORDER										
7 SEARCH	2,397	377.00	55	12.75	7	2.50			2,459	392.25
742 SEARCH										
743 NUC										
744 MCRS										
745 CARDSET										
8 VENDOR	21	3.50							21	3.50
10 TYPE PO	11	2.00	191	45.00	751	209.00	4	2.00	957	258.00
11 REVISE										
12 SIGN										
13 FILE	29	5.25	28	6.50	285	78.25			342	90.00
14 ENCUMBER	172	42.50	45	10.25					217	52.75
15 OTHER	134	23.25							134	23.25
SUB-TOTAL	2,764	453.50	319	74.50	1,043	289.75	4	2.00	4,130	819.75
C. RECEIVE										
16 UNPACK	69	14.75	16	3.75	298	79.00	618	308.75	1,001	406.25
18 ON ORDER	287	59.50	222	50.00	106	36.25			615	145.75
19 KARDEX	3	.50	359	99.25	213	79.25	279	138.75	854	317.75
20 COLLATE										
21 RETURN	8	2.00	112	24.75					120	26.75
22 ACCESS			161	40.50	65	23.00	72	36.25	298	99.75
23 SOURCE							4	2.00	4	2.00
24 GIFT	208	36.75					48	25.00	256	61.75
25 DISTRIB	118	29.00	172	39.25	114	37.75	166	83.25	570	189.25
26 RECEIPT	40	10.00	108	23.50	221	75.50	34	17.50	403	126.50
27 INVOICE	136	45.50	543	123.75	289	98.50	50	25.00	1,084	292.75
28 EXPEND	151	37.50	12	2.75	15	5.25			178	45.50
29 OTHER					4	1.00			4	1.00
SUB-TOTAL	1,080	235.50	1,711	407.50	1,325	435.50	1,271	636.50	5,387	1,715.00
D. POST CAT										
30 CLEAR	50	10.75	30	7.75	13	4.25	51	26.50	144	49.25
31 FILE			52	12.25	24	9.00	49	25.75	125	47.00
32 NOTIFY			9	2.25	111	34.75			120	37.00
33 LIST	173	29.75	69	18.00	7	3.00			249	50.75
34 OTHER							1	.75	1	.75
SUB-TOTAL	223	40.50	160	40.25	155	51.00	101	53.00	639	184.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR N/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	296	41.25	129	30.00	253	82.50	25	12.75	597	166.50
36 CLAIMS	224	25.50	135	36.50	1	.50	46	22.50	302	85.00
37 CANCEL			32	7.50	173	59.50			205	67.00
38 O.P.	23	3.50	2	.50	199	61.75	22	11.25	246	77.00
39 INQUIRY	292	49.25	5	1.50	61	20.75			358	71.50
40 OTHER	38	6.50							38	6.50
SUB-TOTAL	663	126.00	303	76.00	687	225.00	33	46.50	1,746	473.50
SUB-TOTAL	5,502	881.50	2,648	643.25	3,482	1,085.50	1,576	791.50	13,208	3,502.75
II. CATALOG										
F. PRE CAT										
41 SORT	74	14.50	4	1.00	107	38.50			185	54.00
42 SEARCH	335	58.25	456	135.25	195	69.25	981	504.00	1,967	766.75
43 NUC	240	41.25	64	17.25	144	51.25	593	297.00	1,041	406.75
44 MARS					4	1.25			4	1.25
45 CARDSET										
46 OTHER	66	11.25	7	1.75			16	8.25	89	21.25
SUB-TOTAL	715	125.25	531	155.25	450	160.25	1,590	809.25	3,286	1,250.00
G. LC DATA										
47 ORD CRDS										
48 REC LC			4	1.00					4	1.00
49 REC PS	45	9.75	83	20.50			191	100.50	319	130.75
50 FILE	3	.50					321	166.50	324	167.00
51 OTHER					23	8.00			23	8.00
SUB-TOTAL	48	10.25	87	21.50	23	8.00	512	267.00	670	306.75
H. ADD C/V										
52 ADD C/V	61	13.00	722	189.25					783	202.25
53 OTHER										
SUB-TOTAL	61	13.00	722	189.25					783	202.25
I. LC CAT										
54 MATCH	40	8.75	334	74.25					374	84.00
55 CATALOG	1,234	231.75	1,231	252.75			24	11.50	2,289	496.00
55A SL CHK	100	20.75	49	11.00	3	1.00			152	32.75
56 REVISE	407	66.75							407	66.75
57 OTHER	143	27.00							143	27.00
SUB-TOTAL	1,824	356.00	1,514	338.00	3	1.00	24	11.50	3,365	706.50
J. ORIG CAT										
58 CATALOG	5,000	983.50	1,707	386.00			43	20.50	6,750	1,390.00
59 REVISE	570	97.50							570	97.50
60 SL CHK	265	43.75	105	23.25					310	67.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR N/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	4	1.00							4	1.00
SUB-TOTAL	5,779	1,125.75	1,812	409.25			43	20.50	7,634	1,555.50
K. CRD PROC										
62 SET COS			148	38.50			8	3.75	156	42.25
63 MASTER	25	5.00	371	99.50	384	122.00	147	70.00	927	296.50
64 REV MSTR			36	9.50	11	3.50	3	1.25	50	14.25
65 MODIFY	11	2.00	64	18.25	188	60.00	159	75.75	422	156.00
66 REPRO			12	3.25	250	77.25	3	1.50	265	82.00
67 SORT			29	7.00	49	15.50	25	12.25	103	34.75
68 NO, A E	24	4.25	229	63.50	785	254.50	482	232.50	1,520	554.75
69 REV TYPE	221	43.75	310	71.25	4	1.25	1	.50	536	116.75
70 AUTH CD	144	26.50	2	.50			3	1.25	149	28.25
71 X REF CD	19	3.75	3	.75	6	1.75	24	12.00	52	18.25
72 OTHER	3	.50					4	1.75	7	2.25
SUB-TOTAL	447	85.75	1,204	312.00	1,677	535.75	859	412.50	4,187	1,346.00
L. END PROC										
73 CIRC CD										
74 BK PCKT			60	16.75	104	36.25	232	111.75	396	164.75
75 SPINE	97	25.00	150	39.50	1,135	450.25	51	25.50	1,433	540.25
76 FIX SLP			41	10.50	62	24.50	163	83.75	266	118.75
77 FIX REV							7	3.50	7	3.50
78 STAMP	8	2.00	30	7.50	35	14.00	186	95.00	259	118.50
79 JACKET	4	1.00			1	.25	72	36.50	77	37.75
80 BINDERY			391	117.00	373	116.50	241	113.25	1,005	346.75
81 MENDING			215	55.25	938	296.00	646	315.50	1,799	666.75
82 REVISE			1,136	284.00	9	3.00	7	3.50	1,152	290.50
83 DISTRIB			73	18.75	26	10.50	52	26.00	151	55.25
84 WDRAWAL	65	15.75	61	13.75			10	5.00	136	34.50
85 OTHER			78	17.50	78	25.50			156	43.00
SUB-TOTAL	174	43.75	2,235	580.50	2,761	976.75	1,667	819.25	6,837	2,420.25
M. FILING										
86 SORT SL			99	27.00	4	1.25	2	1.00	105	29.25
87 FILE SL	8	2.00	103	26.00	118	37.50			229	65.50
88 REV SL	4	.75	87	23.00			12	6.00	103	29.75
89 SORT CAT			24	6.25			191	99.00	215	105.25
90 FILE CAT			53	15.75	43	13.25	699	360.50	795	389.50
91 REV CAT	229	47.25	109	24.50	40	13.00	3	1.50	381	86.25
92 MAINTAIN	183	40.25	583	135.75	135	45.75	233	115.00	1,146	336.75
93 OTHER	8	1.50					69	34.50	77	36.00
SUB-TOTAL	438	91.75	1,064	258.25	340	110.75	1,209	617.50	3,051	1,078.25
SUB-TOTAL	9,486	1,851.50	9,169	2,264.00	5,254	1,792.50	5,904	2,957.50	29,813	8,865.50
TOTAL $	14,988		11,817		8,736		7,480		43,021	
HRS		2,833.00		2,907.25		2,878.00		3,749.00		12,367.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR N/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	724	116.00	127	30.50	89	27.75	2	1.00	942	177.25
95 TRAIN	139	27.25	27	6.00	9	3.25			175	36.50
96 ON CAMP	828	144.50	32	7.25	49	17.75	4	2.00	913	171.50
97 OFF CAMP	238	38.00	76	17.50					284	55.50
98 PUB SERV	1,228	198.25	315	73.00	2	.50	5	2.50	1,350	274.25
99 OTHER	383	66.00	58	13.00	46	13.25	4	2.00	485	94.25
SUB-TOTAL	3,310	592.00	635	147.25	189	62.50	15	7.50	4,149	809.25
SUB-TOTAL	3,310	592.00	635	147.25	189	62.50	15	7.50	4,149	809.25
TOTAL $	18,238		12,452		8,325		7,495		47,170	
HRS		3,425.00		3,054.50		2,940.50		3,756.50		13,176.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	140	28.00	502	130.25	650	217.50	251	144.00	1,543	517.75
2 REQUEST	1		481	114.75	99	32.00	4	2.00	585	148.75
5 TYPE	7	1.50	8	2.25	147	50.75	142	83.50	304	138.00
6 OTHER	4	.75	18	4.00	28	9.75	70	40.00	120	54.50
SUB-TOTAL	152	28.25	1,009	251.25	924	310.00	467	269.50	2,552	859.00
B. ORDER										
7 SEARCH	133	28.75	332	87.00	370	126.75	31	17.25	872	259.75
742 SEARCH	124	22.00	995	255.25	697	239.00	651	379.00	2,467	895.25
743 NUC	37	7.00	616	158.25	356	121.75	172	100.25	1,181	387.25
744 MCRS					9	3.00			9	3.00
745 CARDSET										
8 VENDOR	36	6.75	31	7.25	45	14.50	1	.75	113	29.25
10 TYPE PO			60	16.50	969	353.50	107	61.75	1,136	431.75
11 REVISE					4	1.50			4	1.50
12 SIGN	30	5.50	13	5.75			2	1.25	51	12.50
13 FILE			169	46.50	370	133.25	114	66.00	653	245.75
14 ENCUMBER			55	16.50	17	5.75	1	.75	73	23.00
15 OTHER	9	1.50			366	135.75	37	21.50	412	158.75
SUB-TOTAL	375	71.50	2,277	593.00	3,203	1,134.75	1,116	648.50	6,971	2,447.75
C. RECEIVE										
16 UNPACK			4	1.00	789	251.00	21	12.50	814	264.50
18 ON ORDER	5	1.00	46	12.50	593	221.25	3	2.00	647	236.75
19 KARDEX	58	13.25	674	159.25	331	120.25	1,049	596.75	2,112	880.50
20 COLLATE					133	49.75	7	4.25	140	54.00
21 RETURN			11	3.00	120	42.00			131	45.00
22 ACCESS			28	7.25	160	58.25	146	84.75	334	150.25
23 SOURCE			1	.25	19	6.75			20	7.00
24 GIFT	3	.50	12	3.25	206	69.50	19	11.00	240	84.25
25 DISTRIB	3	.50	5	1.50	11	4.00	2	1.00	21	7.00
26 RECEIPT			78	24.00	368	128.50	147	85.75	593	238.25
27 INVOICE			355	99.25	529	190.75	54	31.50	938	321.50
28 EXPEND			23	7.00	281	104.50	78	45.00	382	156.50
29 OTHER					41	14.75	82	48.50	123	63.25
SUB-TOTAL	69	15.25	1,237	309.25	3,581	1,261.25	1,608	923.00	6,495	2,508.75
D. POST CAT										
30 CLEAR					87	29.25			87	29.25
31 FILE					1	.25			1	.25
32 NOTIFY	17	3.00							17	3.00
33 LIST	83	15.00	156	40.00	75	25.00	15	8.25	329	88.25
34 OTHER			23	6.75			42	21.00	65	27.75
SUB-TOTAL	100	18.00	179	46.75	163	54.50	57	29.25	499	148.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	150	29.25	503	74.25	2,027	704.75	128	73.25	2,616	881.50
36 CLAIMS	5	1.00	4	1.00	211	74.75	2	1.00	222	77.75
37 CANCEL			271	76.25	99	35.25	32	18.25	402	129.75
38 O.P.					147	52.50			147	52.50
39 INQUIRY	203	37.00	87	24.00	763	257.50	46	26.25	1,099	344.75
40 OTHER	42	7.50	2	.50	107	39.25	4	2.50	155	49.75
SUB-TOTAL	408	74.75	667	176.00	3,354	1,164.00	212	121.25	4,641	1,536.00
SUB-TOTAL	1,164	267.75	5,369	1,376.25	11,225	3,924.50	3,460	1,991.50	21,158	7,500.00
II. CATALOG										
F. PRE CAT										
41 SORT	67	11.50	192	51.25	164	53.25			423	116.00
42 SEARCH	656	127.00	88	21.75	217	73.50	6	3.00	967	225.25
43 NUC	235	43.00	110	28.75	149	53.25			494	125.00
44 MCRS										
45 CARDSET										
46 OTHER	22	3.75			13	5.00			35	8.75
SUB-TOTAL	980	185.25	390	101.75	543	185.00	6	3.00	1,919	475.00
G. LC DATA										
47 ORD CRDS										
48 REC LC					21	8.00	9	5.50	30	13.50
49 REC PS	4	.75	37	8.50	452	148.00	14	8.25	507	165.50
50 FILE			7	1.50	1,027	388.25	65	37.50	1,099	427.25
51 OTHER	3	.50			3	1.25	46	25.75	52	27.50
SUB-TOTAL	7	1.25	44	10.00	1,503	545.50	134	77.00	1,688	633.75
H. ADD C/V										
52 ADD C/V	164	28.00	361	96.50	826	275.50			1,351	400.00
53 OTHER	229	40.00	3	.50	172	51.00	9	4.75	413	96.25
SUB-TOTAL	393	68.00	364	97.00	998	326.50	9	4.75	1,764	496.25
I. LC CAT										
54 MATCH	46	7.75	89	25.50	110	41.50	96	56.25	335	131.00
55 CATALOG	1,245	243.25	2,318	631.50	123	45.25			3,686	920.00
55A SL CHK	32	6.00	121	35.00	13	5.00	4	2.25	170	48.25
56 REVISE	265	52.75	326	73.25	16	5.25	3	1.50	610	132.75
57 OTHER	46	8.00	12	3.50	2	.75	102	60.00	162	72.25
SUB-TOTAL	1,028	317.75	2,866	768.75	264	97.75	205	120.00	4,963	1,304.25
J. ORIG CAT										
58 CATALOG	2,521	544.50	793	190.75	80	29.50	45	25.25	3,839	790.00
59 REVISE	256	49.00	26	6.75	156	57.25	87	47.75	519	160.75
60 SL CHK	141	28.50							141	28.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	345	59.00	29	6.50	3	1.00	14	8.00	391	74.50
SUB-TOTAL	3,663	681.00	848	204.00	233	87.75	146	81.00	4,890	1,053.75
K. CRD PROC										
62 SET CDS	6	1.25	145	32.00	124	42.25			275	75.50
63 MASTER	1	.25			539	180.25			540	180.50
64 REV MSTR	267	52.25	233	63.75	80	26.75			580	142.75
65 MODIFY					135	45.25			135	45.25
66 REPRO					211	75.25	22	12.75	233	88.00
67 SORT					164	56.50			164	56.50
68 NO, A E	9	1.50	3	.75	488	169.75	63	35.00	563	207.00
69 REV TYPE	120	23.75	10	2.50	242	84.00			372	110.25
70 AUTH CD	10	1.75							10	1.75
71 X REF CD					62	22.75			62	22.75
72 OTHER	48	9.00	16	3.75	225	73.50	24	11.75	305	98.00
SUB-TOTAL	453	89.75	407	102.75	2,270	776.25	109	59.50	3,239	1,028.25
L. END PROC										
73 CIRC CD			38	9.00	173	55.00	5	2.50	216	66.50
74 BK PCKT			53	12.25	366	111.50	70	39.00	489	162.75
75 SPINE			129	30.50	230	77.75	363	201.25	722	309.50
76 FIX SLP			78	18.25	20	6.50	226	126.50	324	151.25
77 FIX REV										
78 STAMP			36	8.50	40	13.50	557	324.25	633	346.25
79 JACKET										
80 BINDERY					3	1.00			3	1.00
81 MENDING			13	3.00	19	6.00	199	108.75	231	117.75
82 REVISE			236	55.75	132	39.50	58	32.00	426	127.25
83 DISTRIB							84	47.50	84	47.50
84 WDRAWAL	260	46.50	380	94.00	17	5.50	8	4.25	665	150.25
85 OTHER	10	2.00	14	3.50	76	24.75	344	187.50	444	217.75
SUB-TOTAL	270	48.50	977	234.75	1,076	341.00	1,914	1,073.50	4,237	1,697.75
M. FILING										
86 SORT SL			108	25.75	92	29.75	3	1.50	203	57.00
87 FILE SL			98	25.75	198	64.00			296	89.75
88 REV SL	3	.50			44	16.25			47	16.75
89 SORT CAT	15	3.50	206	56.50	360	125.00	3	1.50	584	186.50
90 FILE CAT	23	4.50	70	18.25	703	241.25	30	15.00	826	279.00
91 REV CAT	591	108.50	293	80.75	29	8.50			913	197.75
92 MAINTAIN	140	26.25	164	41.75	617	200.00			921	268.00
93 OTHER	27	5.50	17	4.75	8	2.50	12	6.75	64	19.50
SUB-TOTAL	799	148.75	956	253.50	2,051	687.25	48	24.75	3,854	1,114.25
SUB-TOTAL	8,193	1,540.25	6,852	1,772.50	8,938	3,047.00	2,571	1,443.50	26,554	7,803.25
TOTAL $	9,297		12,221		20,163		6,031		47,712	
HRS		1,748.00		3,148.75		6,971.50		3,435.00		15,303.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	1,987	136.00	310	228.00	453	148.50			2,450	572.50
95 TRAIN	83	15.00	80	23.75	68	25.25			231	64.00
96 ON CAMP	2,001	347.50	225	55.50	105	33.50			2,331	436.50
97 OFF CAMP	355	59.25	116	26.25	24	8.00			495	93.50
98 PUB SERV	863	136.75	134	33.25	306	107.25	184	101.50	1,433	378.75
99 OTHER	528	90.25	17	4.25	90	32.00	90	48.50	725	175.00
SUB-TOTAL	4,863	844.75	1,482	371.00	1,046	354.50	274	150.00	7,665	1,720.25
SUB-TOTAL	4,863	844.75	1,482	371.00	1,046	354.50	274	150.00	7,665	1,720.25
TOTAL $	14,160		13,703		21,209		3,305		55,377	
HRS		2,592.75		3,519.75		7,326.00		3,585.00		17,023.50

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR P/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	107	15.75	215	56.75	663	209.25	1	280.05	986	561.80
2 REQUEST	1,225	202.50	194	51.25			4	2.00	1,423	255.75
5 TYPE	86	15.00	200	52.50	1,288	473.00	653	331.50	2,221	872.00
6 OTHER							21	10.75	21	10.75
SUB-TOTAL	1,412	233.25	609	160.50	1,951	682.25	679	624.30	4,651	1,700.30
B. ORDER										
7 SEARCH	885	181.75	734	138.75	4,453	1,603.75	1,040	527.75	7,118	2,512.00
742 SEARCH										
743 NUC	23	3.75	106	30.50	416	146.50			545	180.75
744 MCRS										
745 CARDSET										
8 VENDOR	299	50.75	211	56.75	291	109.00	4	2.00	805	218.50
10 TYPE PO	4	.75	35	9.25	1,652	522.75	142	72.00	1,833	604.75
11 REVISE	17	3.00	78	20.50	216	74.75			311	98.25
12 SIGN	101	17.00			8	2.50	13	6.75	122	26.25
13 FILE					704	240.50	919	466.50	1,623	707.00
14 ENCUMBER					178	58.50	62	31.50	240	90.00
15 OTHER			12	3.50	70	23.25	12	6.25	94	33.00
SUB-TOTAL	1,329	257.00	1,176	319.25	7,994	2,781.50	2,192	1,112.75	12,691	4,470.50
C. RECEIVE										
16 UNPACK	9	1.50			391	123.25	460	233.75	860	358.50
18 ON ORDER	19	2.75	6	1.75			192	97.25	217	101.75
19 KARDEX	2	.25	564	153.50	2,722	912.00	1,594	809.25	4,882	1,875.00
20 COLLATE										
21 RETURN			4	1.00	91	25.00	14	7.00	109	33.00
22 ACCESS	3	.50					19	9.75	22	10.25
23 SOURCE										
24 GIFT			21	5.75	203	67.75	16	8.25	240	81.75
25 DISTRIB	3	.50			413	125.25	69	35.00	485	160.75
26 RECEIPT	25	3.75			321	105.50	122	61.75	468	171.00
27 INVOICE	120	18.00	101	26.25	934	294.50	275	139.75	1,430	478.50
28 EXPEND	48	7.25			535	170.00	181	92.00	764	269.25
29 OTHER					210	55.00			210	55.00
SUB-TOTAL	229	34.50	696	188.25	5,820	1,878.25	2,942	1,493.75	9,687	3,594.75
D. POST CAT										
30 CLEAR					87	27.50	4	2.25	91	29.75
31 FILE					8	3.25			8	3.25
32 NOTIFY	2	.25	11	3.00			30	15.25	43	18.50
33 LIST	34	5.75	108	29.25	377	124.50	670	329.00	1,189	488.50
34 OTHER			7	2.00	30	9.50			37	11.50
SUB-TOTAL	36	6.00	126	34.25	502	164.75	704	346.50	1,368	551.50

CALIFORNIA STATE UNIVERSITY AND COLLEGES

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR P/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	361	65.00	497	124.75	865	270.00	128	64.75	1,851	524.50
36 CLAIMS			84	22.75	12	4.50	178	90.50	274	117.75
37 CANCEL			57	15.25	192	51.50	49	24.75	298	91.50
38 O.P.	422	75.00	98	25.25	138	50.00	405	205.75	1,063	356.00
39 INQUIRY	370	67.25	117	30.25	120	34.25	2	1.00	609	132.75
40 OTHER					4	1.25	4	2.00	8	3.25
SUB-TOTAL	1,153	207.25	853	218.25	1,331	411.50	766	388.75	4,103	1,225.75
SUB-TOTAL	4,159	738.00	3,460	920.50	17,598	5,918.25	7,283	3,966.05	32,500	11,542.80
II. CATALOG										
F. PRE CAT										
41 SORT	142	24.00	984	246.25						
42 SEARCH	101	18.25	254	63.75			69	35.00	1,195	305.25
43 NUC	95	21.75	724	206.50	95	32.00	693	351.75	1,143	465.75
44 MCRS					38	12.00	330	167.75	1,187	408.00
45 CARDSET										
46 OTHER	12	2.25							12	2.25
SUB-TOTAL	350	66.25	1,962	516.50	133	44.00	1,092	554.50	3,537	1,181.25
G. LC DATA										
47 ORD CRDS										
48 REC LC										
49 REC PS	4	1.00					6	3.00	6	3.00
50 FILE							193	98.00	197	99.00
51 OTHER	7	1.25	14	3.00			201	102.00	201	102.00
SUB-TOTAL	11	2.25	14	3.00					21	4.25
							400	203.00	425	208.25
H. ADD C/V										
52 ADD C/V	507	90.25			816	262.00	291	148.00	1,614	500.25
53 OTHER	32	5.75			23	8.00	87	44.00	142	57.75
SUB-TOTAL	539	96.00			839	270.00	378	192.00	1,756	558.00
I. LC CAT										
54 MATCH	57	9.75			38	12.25	122	62.00	217	84.00
55 CATALOG	968	169.00	1,052	262.75	789	271.50	252	127.75	3,001	831.00
55A SL CHK					109	41.25	121	61.50	230	102.75
56 REVISE	11	1.75	105	24.00					116	25.75
57 OTHER	12	2.25					3	1.50	15	3.75
SUB-TOTAL	988	182.75	1,157	286.75	936	325.00	498	252.75	3,579	1,047.25
J. ORIG CAT										
58 CATALOG	3,530	648.00	209	57.25					3,739	705.25
59 REVISE	98	16.50	10	2.75					108	19.25
60 SL CHK										

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR P/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER	26	4.25	11	2.75	4	1.25			41	8.25
SUB-TOTAL	3,654	668.75	230	62.75	4	1.25			3,888	732.75
K. CRD PROC										
62 SET CDS	9	1.50			1,402	515.75	194	98.50	1,605	615.75
63 MASTER	48	10.75	153	40.50	539	168.50	2	1.00	742	220.75
64 REV MSTR	35	6.50	541	138.25	5	1.50			581	146.25
65 MODIFY					1,154	416.00			1,154	416.00
66 REPRO					23	8.00	157	79.50	180	87.50
67 SORT					11	3.75	125	63.50	136	67.25
68 NO, A E					1,655	571.75			1,655	571.75
69 REV TYPE	631	113.75	590	146.75	226	81.50			1,447	342.00
70 AUTH CD	10	1.75							10	1.75
71 X REF CD	3	.50			6	1.75			9	2.25
72 OTHER	67	11.25	15	4.00	554	180.50	36	18.50	672	214.25
SUB-TOTAL	803	146.00	1,299	329.50	5,575	1,949.00	514	261.00	8,191	2,685.50
L. END PROC										
73 CIRC CD					53	20.75	28	14.00	81	34.75
74 BK PCKT							90	45.75	90	45.75
75 SPINE					856	307.25	863	438.00	1,719	745.25
76 FIX SLP					64	22.50	413	209.50	477	232.00
77 FIX REV							6	3.00	6	3.00
78 STAMP					13	4.75	490	249.00	503	253.75
79 JACKET							3	1.50	3	1.50
80 BINDERY	26	4.50	123	32.50	2,694	889.25	805	408.75	3,648	1,335.00
81 MENDING			76	20.00	783	308.50	354	179.50	1,213	508.00
82 REVISE	33	6.25			538	193.50			571	199.75
83 DISTRIB					71	25.75		.25	71	26.00
84 WDRAWAL			2	.50	43	13.50	39	20.00	84	34.00
85 OTHER					10	3.75	2	1.00	12	4.75
SUB-TOTAL	59	10.75	201	53.00	5,125	1,789.50	3,093	1,570.25	8,478	3,423.50
M. FILING										
86 SORT SL					52	17.00	127	64.50	179	81.50
87 FILE SL			36	8.25	129	46.25	211	107.25	376	162.75
88 REV SL					107	34.25	2	1.00	109	35.25
89 SORT CAT	31	5.75	1	.25	16	5.50	493	250.50	541	262.00
90 FILE CAT			3	.75	111	39.25	774	393.00	888	433.00
91 REV CAT			4	1.00	683	225.25	5	2.50	692	228.75
92 MAINTAIN	712	125.50	57	13.25	441	157.00	284	144.00	1,494	439.75
93 OTHER			8	2.00			20	10.00	28	12.00
SUB-TOTAL	743	131.25	109	26.50	1,539	524.50	1,916	972.75	4,307	1,655.00
SUB-TOTAL	7,147	1,354.00	4,972	1,278.00	14,151	4,303.25	7,891	4,006.25	34,161	11,491.50
TOTAL $	11,306		8,432		31,749		13,174		66,661	
HRS		2,042.00		2,198.50		10,821.50		7,372.30		23,034.30

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR P/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	3,229	509.00	1,856	462.50	423	138.00	21	10.75	5,529	1,120.25
95 TRAIN	232	36.00	14	3.50	202	70.75	10	5.25	458	115.50
96 ON CAMP	1,360	215.00	188	46.75	89	28.75			1,637	290.50
97 OFF CAMP	59	10.00	33	9.00	58	20.25			150	39.25
98 PUB SERV			4	1.00					4	1.00
99 OTHER					2	.50			2	.50
SUB-TOTAL	4,880	770.00	2,095	522.75	774	258.25	31	16.00	7,780	1,567.00
SUB-TOTAL	4,880	770.00	2,095	522.75	774	258.25	31	16.00	7,780	1,567.00
TOTAL $	16,186		10,527		32,523		15,205		74,441	
HRS		2,812.00		2,721.25		11,079.75		7,988.30		24,601.30

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR Q/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	44	8.00	254	71.25	422	145.50		100.05	720	324.80
2 REQUEST	944	158.25	31	8.75	52	17.25	17	10.00	1,044	194.25
5 TYPE	61	11.50	91	23.50	215	67.75	117	58.75	484	161.50
6 OTHER					10	3.75			10	3.75
SUB-TOTAL	1,049	177.75	376	103.50	699	234.25	134	168.80	2,258	684.30
B. ORDER										
7 SEARCH	284	55.00	1,160	286.75	518	170.75	208	104.25	2,170	616.75
742 SEARCH	44	7.75	77	16.75	19	5.75	23	11.25	163	41.50
743 NUC	98	22.25	634	161.75	166	54.75			898	238.75
744 MCRS										
745 CARDSET										
8 VENDOR	50	9.25	3	1.00	14	5.00			67	15.25
10 TYPE PO	3	.50	316	74.00	453	154.75			772	229.25
11 REVISE	38	8.50	118	32.75	1	.50	4	2.50	161	44.25
12 SIGN	43	4.75	8	2.25	2	.50			59	7.50
13 FILE	38	6.75	198	48.75	179	61.00	56	32.25	471	148.75
14 ENCUMBER	14	3.00	61	15.25	204	68.75			279	87.00
15 OTHER	2	.50	40	9.00					42	9.50
SUB-TOTAL	620	118.25	2,615	648.25	1,556	521.75	291	150.25	5,082	1,438.50
C. RECEIVE										
16 UNPACK	71	13.75	446	126.50	670	225.50	46	26.00	1,233	391.75
18 ON ORDER	17	3.25	33	9.25	22	7.50			72	20.00
19 KARDEX	36	7.00	79	21.50	151	52.25	212	120.00	478	200.75
20 COLLATE	14	3.25	3	1.00	6	2.00	25	14.50	48	20.75
21 RETURN	20	3.75	31	8.75	30	10.25	56	30.25	137	53.00
22 ACCESS			4	1.00	77	27.25			81	28.25
23 SOURCE			3	.75					3	.75
24 GIFT			8	1.75	71	26.75	11	5.50	90	34.00
25 DISTRIB	7	1.25	13	3.75	20	6.75	51	28.00	91	39.75
26 RECEIPT	109	21.00	54	15.25	449	143.50	61	35.75	673	215.50
27 INVOICE	34	6.50	173	49.00	254	84.75	46	27.25	507	167.50
28 EXPEND	63	13.50	70	20.25	253	85.00			392	118.75
29 OTHER										
SUB-TOTAL	377	73.25	917	258.75	2,003	671.50	508	287.25	3,805	1,290.75
D. POST CAT										
30 CLEAR	162	27.75	407	93.50	71	24.25	100	58.25	740	209.75
31 FILE			54	15.50	87	28.75	35	20.50	176	64.75
32 NOTIFY	4	1.00	38	10.50	35	11.00	12	6.75	89	29.25
33 LIST	238	42.25	91	25.00	4	1.25	37	21.50	370	90.00
34 OTHER										
SUB-TOTAL	404	71.00	590	150.50	197	65.25	184	107.00	1,375	393.75

TECHNICAL PROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	1,037	180.00	187	53.00	372	115.25	47	24.75	1,643	373.00
36 CLAIMS	35	6.50	102	28.00	229	82.50	5	2.75	371	119.75
37 CANCEL	30	5.75	70	19.00	13	4.50	58	34.00	171	63.25
38 O.P.			39	10.00	19	6.50			58	16.50
39 INQUIRY	531	96.50	326	86.50	306	102.50	9	5.00	1,172	290.50
40 OTHER	46	9.00	6	1.75	78	25.50			130	36.25
SUB-TOTAL	1,679	297.75	730	198.25	1,017	336.75	119	66.50	3,545	899.25
SUB-TOTAL	4,129	738.00	5,228	1,359.25	5,472	1,829.50	1,236	779.80	16,065	4,706.55
II. CATALOG										
F. PRE CAT										
41 SORT	131	22.00	7	2.00	10	3.75	45	25.25	193	53.00
42 SEARCH	318	61.25	501	143.50	287	95.00	171	99.25	1,277	399.00
43 NUC	808	167.25	574	131.25	460	156.25	589	335.25	2,431	790.00
44 MCRS			13	2.75					13	2.75
45 CARDSET										
46 OTHER								.25		.25
SUB-TOTAL	1,257	250.50	1,095	279.50	757	255.00	805	460.00	3,914	1,245.00
G. LC DATA										
47 ORD CRDS					1	.50			1	.50
48 REC LC	3	.50	12	3.50	26	8.25	12	6.50	53	18.75
49 REC PS	358	49.50	155	44.00	19	6.25	10	5.75	542	105.50
50 FILE	5	1.00			56	20.50	569	324.00	630	345.50
51 OTHER							5	2.75	5	2.75
SUB-TOTAL	366	51.00	167	47.50	102	35.50	596	339.00	1,231	473.00
H. ADD C/V										
52 ADD C/V	659	131.00	127	37.25	470	159.50	187	105.25	1,443	433.00
53 OTHER										
SUB-TOTAL	659	131.00	127	37.25	470	159.50	187	105.25	1,443	433.00
I. LC CAT										
54 MATCH	15	2.75	57	16.50	16	5.25			88	24.50
55 CATALOG	3,820	805.50	153	44.25	326	106.25			4,299	956.00
55A SL CHK					2	.75		.25	2	1.00
56 REVISE	235	41.75							235	41.75
57 OTHER	13	3.25							13	3.25
SUB-TOTAL	4,083	853.25	210	60.75	344	112.25		.25	4,637	1,026.50
J. ORIG CAT										
58 CATALOG	3,701	761.75	15	4.00					3,716	765.75
59 REVISE	955	189.50	7	1.75					962	191.25
60 SL CHK										

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR Q/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	4,656	351.25	22	5.75					4,678	357.00
K. CRD PROC										
62 SET CDS	4	.75	7	2.00	40	13.00			51	15.75
63 MASTER	18	3.25	675	174.25	1,059	345.50			1,752	523.00
64 REV MSTR	802	160.25			2	.50	8	4.25	812	165.00
65 MODIFY			70	20.00	189	60.50	4	2.00	263	82.50
66 REPRO			12	3.00	463	154.75			475	157.75
67 SORT					196	64.75			196	64.75
68 NO, A E			83	23.25	1,097	366.00	40	20.75	1,220	410.00
69 REV TYPE	273	50.00	40	10.75	452	145.50			765	206.25
70 AUTH CD			149	33.75	1	.25	23	11.00	173	45.00
71 X REF CD			124	28.50					124	28.50
72 OTHER			3	.75	1	.25			4	1.00
SUB-TOTAL	1,097	214.25	1,163	296.25	3,500	1,151.00	75	38.00	5,835	1,699.50
L. END PROC										
73 CIRC CD										
74 BK PCKT			14	4.00			16	8.50	30	12.50
75 SPINE	7	1.25	122	34.50	1,220	401.25	117	66.00	1,466	503.00
76 FIX SLP			205	58.50	1,122	371.00	35	19.50	1,362	449.00
77 FIX REV										
78 STAMP	1	.25			6	2.00	30	17.00	37	19.25
79 JACKET							10	5.50	10	5.50
80 BINDERY	30	5.50	15	4.25	721	243.75	77	44.75	843	298.25
81 MENDING	9	2.25			98	34.50	1,033	538.50	1,140	575.25
82 REVISE			357	81.00					357	81.00
83 DISTRIB							1	.50	1	.50
84 WDRAWAL	74	13.25	2	.50	17	6.00	23	13.25	116	33.00
85 OTHER										
SUB-TOTAL	121	22.50	715	182.75	3,184	1,058.50	1,342	713.50	5,362	1,977.25
M. FILING										
86 SORT SL	45	8.75	4	1.00	105	33.50	10	5.25	164	48.50
87 FILE SL	45	9.50	12	3.50	153	47.75	117	56.50	327	117.25
88 REV SL					4	1.25			4	1.25
89 SORT CAT			91	25.00	301	100.25	105	56.00	497	181.25
90 FILE CAT	161	31.75	110	31.50	684	229.75	434	246.75	1,389	539.75
91 REV CAT	188	38.00	184	51.50	324	104.75	5	3.00	701	197.25
92 MAINTAIN	242	42.00	672	136.50	1,100	395.50	578	302.75	2,592	936.75
93 OTHER										
SUB-TOTAL	681	130.00	1,073	309.00	2,671	912.75	1,249	670.25	5,674	2,122.00
SUB-TOTAL	12,920	2,003.75	4,572	1,218.75	11,028	3,684.50	4,254	2,326.25	32,774	8,833.25
TOTAL $	17,043		9,800		16,500		5,490		48,839	
HRS		3,341.75		2,578.00		5,514.00		3,106.05		14,539.80

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR O/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT. $	STUDENT ASSISTANT. HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	932	169.75	899	226.50	48	16.00			1,879	412.25
95 TRAIN	55	9.50			38	12.25			93	21.75
96 ON CAMP	327	58.75	38	10.00	82	26.50			447	95.25
97 OFF CAMP	389	77.00							389	77.00
98 PUB SERV	584	121.25			8	2.50			592	123.75
99 OTHER			40	8.00	8	2.75			48	10.75
SUB-TOTAL	2,287	436.25	977	244.50	184	60.00			3,448	740.75
SUB-TOTAL	2,287	436.25	977	244.50	184	60.00			3,448	740.75
TOTAL $	19,336		10,777		16,684		5,490		52,287	
HRS		3,778.00		2,822.50		5,574.00		3,106.05		15,280.55

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR R/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	385	70.75	247	69.25	559	187.25	216	96.25	1,407	423.50
2 REQUEST	420	75.75							420	75.75
5 TYPE	80	14.25	148	42.50	201	75.25	470	250.75	899	382.75
6 OTHER							14	8.00	14	8.00
SUB-TOTAL	885	160.75	395	111.75	760	262.50	700	355.00	2,740	890.00
B. ORDER										
7 SEARCH	2,475	435.50	493	141.00	409	159.50	955	520.00	4,332	1,256.00
742 SEARCH										
743 NUC										
744 MCRS										
745 CARDSET										
8 VENDOR	348	67.50	112	30.00	9	3.25	8	3.50	477	104.25
10 TYPE PO			420	118.00	857	309.00	146	77.25	1,423	504.25
11 REVISE	575	126.75	81	22.00	2	.75			658	149.50
12 SIGN			18	5.00	79	24.75			97	29.75
13 FILE			191	54.25	389	140.75	351	189.75	931	384.75
14 ENCUMBER			71	19.75	96	36.25			167	56.00
15 OTHER	68	18.00							68	18.00
SUB-TOTAL	3,466	647.75	1,386	390.00	1,841	674.25	1,460	730.50	8,153	2,502.50
C. RECEIVE										
16 UNPACK	651	127.50	262	76.00	308	96.50	203	91.25	1,424	391.25
18 ON ORDER					37	13.50	48	21.75	85	35.25
19 KARDEX	189	32.50	178	56.00	128	47.50	341	151.00	836	287.00
20 COLLATE	237	46.25							237	46.25
21 RETURN			102	26.00	112	37.00	45	20.00	259	83.00
22 ACCESS	29	10.25	99	29.00	236	101.00	360	173.75	784	314.00
23 SOURCE			5	1.50	421	140.50	149	84.75	575	226.75
24 GIFT			34	10.00	8	3.00	1	.75	43	13.75
25 DISTRIB			31	7.25	331	125.25	56	29.00	418	161.50
26 RECEIPT			15	4.00	146	52.00			161	56.00
27 INVOICE			173	49.00	1,025	363.50	156	88.50	1,354	501.00
28 EXPEND			5	1.25	326	117.00	2	1.00	333	119.25
29 OTHER					26	9.50			26	9.50
SUB-TOTAL	1,166	216.50	904	260.00	3,164	1,106.25	1,361	661.75	6,535	2,244.50
D. POST CAT										
30 CLEAR	87	14.75	43	11.50	14	5.25	7	3.75	151	35.25
31 FILE			16	3.50	2	.50	116	65.75	134	69.75
32 NOTIFY	60	11.75	13	5.00			2	1.25	81	18.00
33 LIST	66	15.50			42	15.75	371	164.25	479	195.50
34 OTHER										
SUB-TOTAL	213	42.00	78	20.00	58	21.50	496	235.00	845	318.50

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR R/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	152	23.00	934	256.50	695	247.00	748	371.25	2,529	897.75
36 CLAIMS			96	27.50	214	72.25	95	50.50	399	150.25
37 CANCEL			72	18.75	5	2.00	3	1.75	80	22.50
38 O.P.	374	72.75	1	.25					375	73.00
39 INQUIRY	178	31.25	204	51.50	180	51.50	2	1.00	564	135.25
40 OTHER										
SUB-TOTAL	704	127.00	1,301	354.50	1,094	372.75	848	424.50	3,347	1,278.75
SUB-TOTAL	6,374	1,134.00	4,064	1,136.25	6,917	2,437.25	4,865	2,466.75	22,220	7,234.25
II. CATALOG										
F. PRE CAT										
41 SORT	11	2.25	44	13.00	505	162.75	185	105.25	745	283.25
42 SEARCH	1,661	302.50	145	41.75	83	26.25			1,889	370.50
43 NUC	649	114.25	161	46.75	234	81.50	230	121.75	1,274	364.25
44 MCRS										
45 CARDSET							12	6.75	12	6.75
46 OTHER							3	1.50	3	1.50
SUB-TOTAL	2,321	419.00	350	101.50	822	270.50	430	235.25	3,923	1,026.25
G. LC DATA										
47 ORD CRDS			24	5.25	2	1.00			26	6.25
48 REC LC					47	15.25	1	.75	48	16.00
49 REC PS	1,252	243.50	25	6.75			3	1.50	1,280	251.75
50 FILE	5	1.25	144	39.25	22	7.75	227	128.75	398	177.00
51 OTHER										
SUB-TOTAL	1,257	244.75	193	51.25	71	24.00	231	131.00	1,752	451.00
H. ADD C/V										
52 ADD C/V	175	30.00	534	138.25	499	159.00	41	23.50	1,249	356.75
53 OTHER										
SUB-TOTAL	175	30.00	534	138.25	499	159.00	41	23.50	1,249	356.75
I. LC CAT										
54 MATCH	245	40.25	76	21.50	306	96.50			627	158.25
55 CATALOG	5,235	940.25	784	213.75					5,984	1,144.00
55A SL CHK	487	87.50	185	50.75	32	11.75	68	30.25	772	180.25
56 REVISE	513	91.75					55	31.00	568	122.75
57 OTHER										
SUB-TOTAL	6,445	1,159.75	1,045	276.00	338	108.25	123	61.25	7,951	1,605.25
J. ORIG CAT										
58 CATALOG	3,725	670.25	21	5.25	7	2.00			3,753	677.50
59 REVISE	53	10.00							53	10.00
60 SL CHK	176	30.25					15	8.50	191	38.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR R/ALL MEDIA

COST($) / TIME(HRS)

OPERATION / FUNCTION / ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	3,954	710.50	21	5.25	7	2.00	15	8.50	3,997	726.25
K. CRD PROC										
62 SET CDS					85	30.75	95	53.75	180	84.50
63 MASTER			14	3.25	998	336.00	230	130.75	1,242	470.00
64 REV MSTR	172	30.75	43	9.50	403	144.50	33	19.00	651	203.75
65 MODIFY					334	113.00	186	105.75	520	218.75
66 REPRO					666	222.75	187	106.00	853	328.75
67 SORT	15	3.50	73	16.25	334	112.00	159	90.50	581	222.25
68 NO, A E			697	156.50	1,500	506.00	738	419.75	2,935	1,082.25
69 REV TYPE	77	13.75	294	66.00	790	255.00	56	31.75	1,217	366.50
70 AUTH CD			2	.50	363	121.75	19	11.00	384	133.25
71 X REF CD					1	.25			1	.25
72 OTHER										
SUB-TOTAL	264	48.00	1,123	252.00	5,474	1,842.00	1,703	968.25	8,564	3,110.25
L. END PROC										
73 CIRC CD										
74 BK PCKT	7	1.50	210	47.50	1,027	364.00	593	337.00	1,837	750.00
75 SPINE			12	3.50	68	24.50	974	553.00	1,054	581.00
76 FIX SLP					1	.25	285	161.75	286	162.00
77 FIX REV										
78 STAMP			7	2.00	17	6.25	213	101.75	237	110.00
79 JACKET										
80 BINDERY	2	.50	1,244	376.25	2	1.00	370	186.25	1,618	564.00
81 MENDING					1,547	431.50	774	439.75	2,321	931.25
82 REVISE	154	27.00	297	66.25	44	14.00	97	55.00	592	162.25
83 DISTRIB					40	12.25			40	12.25
84 WDRAWAL					286	97.25			286	97.25
85 OTHER										
SUB-TOTAL	163	29.00	1,770	495.50	3,032	1,011.00	3,306	1,834.50	8,271	3,370.00
M. FILING										
86 SORT SL					26	9.75	32	18.25	58	28.00
87 FILE SL	12	2.25			135	53.50	5	2.75	152	58.50
88 REV SL	9	1.50			24	9.00	3	1.50	36	12.00
89 SORT CAT					205	64.00	715	406.00	920	470.00
90 FILE CAT	201	29.25	46	12.00	399	126.50	578	327.00	1,124	485.75
91 REV CAT	1,124	204.25	8	2.00	222	69.00			1,354	275.25
92 MAINTAIN	534	98.50	222	50.25	1,200	425.00	799	453.75	2,755	1,027.50
93 OTHER					140	49.50	166	94.50	306	144.00
SUB-TOTAL	1,780	326.75	276	64.25	2,351	806.25	2,298	1,303.75	6,705	2,501.00
SUB-TOTAL	16,353	2,973.75	5,312	1,384.00	12,594	4,223.00	9,147	4,566.00	42,412	13,146.75
TOTAL $	22,733		9,376		19,511		13,012		64,632	
HRS		4,167.75		2,520.25		6,660.25		7,032.75		20,381.00

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR R/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	612	110.00	856	206.75	429	138.00			1,897	454.75
95 TRAIN	68	12.75			32	11.50			100	24.25
96 ON CAMP	1,042	181.25	187	50.50	73	27.25			1,302	259.00
97 OFF CAMP	163	31.50							163	31.50
98 PUB SERV	1,402	253.00	215	59.50	31	11.50			1,648	324.00
99 OTHER	62	11.50	3	.75					65	12.25
SUB-TOTAL	3,349	600.00	1,261	317.50	565	188.25			5,175	1,105.75
SUB-TOTAL	3,349	600.00	1,261	317.50	565	188.25			5,175	1,105.75
TOTAL $	26,082		10,637		20,076		13,012		69,807	
HRS		4,767.75		2,837.75		6,848.50		7,032.75		21,486.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR S/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
A. PRELIM										
1 MAIL	25	5.50	116	31.50	337	105.25	8	4.75	486	147.00
2 REQUEST	74	14.75	96	21.00			7	3.25	177	39.00
5 TYPE	8	1.50	2	.50	5	1.50	3	2.00	18	5.50
6 OTHER	16	3.00							16	3.00
SUB-TOTAL	123	24.75	214	53.00	342	106.75	18	10.00	697	194.50
B. ORDER										
7 SEARCH	862	157.75	477	105.00	416	147.25	115	45.50	1,864	455.50
742 SEARCH										
743 NUC	100	22.50	224	50.00	148	54.25			472	126.75
744 MCRS	49	10.75	101	23.50	203	75.00	274	142.25	627	251.50
745 CARDSET										
8 VENDOR			9	2.00	3	1.00			12	3.00
10 TYPE PO	9	1.75	264	69.50	382	134.25	32	11.50	687	217.00
11 REVISE										
12 SIGN	10	1.75			19	6.75			29	8.50
13 FILE			16	4.25	162	59.50	174	74.75	352	138.50
14 ENCUMBER			38	10.00	112	39.75			150	49.75
15 OTHER			9	1.75	41	14.50	3	1.50	53	17.75
SUB-TOTAL	1,030	194.50	1,138	266.00	1,480	532.25	598	275.50	4,246	1,268.25
C. RECEIVE										
16 UNPACK	81	20.50	581	152.00	42	13.00	12	6.50	716	192.00
18 ON ORDER	3	.50	19	5.00	23	7.50	45	18.25	90	31.25
19 KARDEX	26	5.00	186	52.75	237	77.50	47	26.75	496	162.00
20 COLLATE	25	4.75			42	12.75			67	17.50
21 RETURN	46	9.00	50	13.00	2	.50	30	16.00	128	38.50
22 ACCESS										
23 SOURCE	4	.75							4	.75
24 GIFT	127	24.50	2	.50	11	4.00			140	29.00
25 DISTRIB	114	17.00	105	30.00	3	1.00	13	7.25	235	55.25
26 RECEIPT			3	.75					3	.75
27 INVOICE	6	1.00	67	19.00	20	6.00	3	2.00	96	28.00
28 EXPEND	23	5.25			64	19.50	17	9.75	104	34.50
29 OTHER										
SUB-TOTAL	455	88.25	1,013	273.00	444	141.75	167	86.50	2,073	583.50
D. POST CAT										
30 CLEAR										
31 FILE							37	21.25	37	21.25
32 NOTIFY										
33 LIST			176	51.00					176	51.00
34 OTHER										
SUB-TOTAL			176	51.00			37	21.25	213	72.25

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR S/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
I. ACQUIS										
E. MISC										
35 REPORTS	17	3.50	170	44.25	14	4.75	46	24.00	247	76.50
36 CLAIMS	112	21.00	35	9.50	155	52.25	14	8.00	316	90.75
37 CANCEL	2	.50	17	4.50	4	1.25	53	28.50	76	34.75
38 O.P.	41	8.00	36	9.25	29	10.00	44	26.00	150	53.25
39 INQUIRY	226	43.25	65	14.25	31	11.25			322	68.75
40 OTHER	26	5.50	2	.50			20	11.50	48	17.50
SUB-TOTAL	424	81.75	325	82.25	233	79.50	177	98.00	1,159	341.50
SUB-TOTAL	2,032	389.25	2,866	725.25	2,499	860.25	997	491.25	8,334	2,466.00
II. CATALOG										
F. PRE CAT										
41 SORT	83	12.00							83	12.00
42 SEARCH	26	4.75							26	4.75
43 NUC	9	2.00	3	.75			9	5.50	21	8.25
44 MCRS	2	.50							2	.50
45 CARDSET										
46 OTHER										
SUB-TOTAL	120	19.25	3	.75			9	5.50	132	25.50
G. LC DATA										
47 ORD CRDS										
48 REC LC										
49 REC PS										
50 FILE										
51 OTHER										
SUB-TOTAL										
H. ADD C/V										
52 ADD C/V	36	10.00	159	45.75	58	19.50	12	6.50	265	81.75
53 OTHER					5	1.75			5	1.75
SUB-TOTAL	36	10.00	159	45.75	63	21.25	12	6.50	270	83.50
I. LC CAT										
54 MATCH	49	9.75	316	90.75					365	100.50
55 CATALOG	477	94.50			666	219.00	3	1.00	1,146	314.50
55A SL CHK	6	1.00					11	6.25	17	7.25
56 REVISE	711	157.00	1	.25			2	.75	714	158.00
57 OTHER										
SUB-TOTAL	1,243	262.25	317	91.00	666	219.00	16	8.00	2,242	580.25
J. ORIG CAT										
58 CATALOG	592	105.50					29	9.50	621	115.00
59 REVISE	99	18.00					2	.50	101	18.50
60 SL CHK	3	.50			97	31.50			100	32.00

TECHNIGAL FROCESSING COST STUDY - 1372

ACTIVITY DETAIL FOR S/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
II. CATALOG										
J. ORIG CAT										
61 OTHER										
SUB-TOTAL	694	124.00			97	31.50	31	10.00	822	165.50
K. CRD PROC										
62 SET CDS	6	1.00							6	1.00
63 MASTER	28	7.75	94	26.75	504	164.75			626	199.25
64 REV MSTR	129	22.00	12	3.50	1	.25			142	25.75
65 MODIFY										
66 REPRO					89	30.00	1	.50	90	30.50
67 SORT			9	2.50	87	29.25			96	31.75
68 NO, A E			18	5.25	334	109.75			352	115.00
69 REV TYPE										
70 AUTH CD	5	1.50	28	8.00	8	2.75			41	12.25
71 X REF CD			27	7.75	17	5.50			44	13.25
72 OTHER					24	7.50			24	7.50
SUB-TOTAL	168	32.25	188	53.75	1,064	349.75	1	.50	1,421	436.25
L. END PROC										
73 CIRC CD			38	10.75	153	51.00	3	1.75	194	63.50
74 BK PCKT			47	13.50	141	47.00			188	60.50
75 SPINE	3	.50	48	13.50	321	107.25	40	22.00	412	143.25
76 FIX SLP			10	2.75	146	49.75			156	52.50
77 FIX REV					2	.75			2	.75
78 STAMP	1	.25	19	5.25	149	48.75	9	5.00	178	59.25
79 JACKET					1	.25			1	.25
80 BINDERY	41	8.00	230	64.00	71	22.50	90	51.25	432	145.75
81 MENDING	45	8.50	21	4.25	216	70.50	101	59.25	383	142.50
82 REVISE	15	2.75							15	2.75
83 DISTRIB										
84 WDRAWAL			4	1.25	115	35.50	4	2.00	123	38.75
85 OTHER							3	2.00	3	2.00
SUB-TOTAL	105	20.00	417	115.25	1,315	433.25	250	143.25	2,087	711.75
M. FILING										
86 SORT SL			10	3.00	44	14.50	15	8.25	69	25.75
87 FILE SL					88	29.75			88	29.75
88 REV SL										
89 SORT CAT			5	1.50	11	3.75	122	66.75	138	72.00
90 FILE CAT	132	37.75	13	3.75	261	85.25	3	1.75	469	128.50
91 REV CAT										
92 MAINTAIN	88	18.50			199	66.50	39	20.00	326	105.00
93 OTHER										
SUB-TOTAL	280	56.25	28	8.25	603	199.75	179	96.75	1,090	361.00
SUB-TOTAL	2,646	524.00	1,112	314.75	3,808	1,254.50	498	270.50	8,064	2,363.75
TOTAL $	4,678		3,978		6,307		1,495		16,458	
HRS		913.25		1,040.00		2,114.75		761.75		4,829.75

TECHNICAL PROCESSING COST STUDY - 1972

ACTIVITY DETAIL FOR S/ALL MEDIA

COST($) / TIME(HRS)

OPERATION FUNCTION ACTIVITY	PROFESSIONAL $	PROFESSIONAL HRS	LIBRARY ASSISTANT $	LIBRARY ASSISTANT HRS	CLERICAL $	CLERICAL HRS	STUDENT ASSISTANT $	STUDENT ASSISTANT HRS	TOTAL $	TOTAL HRS
III. ADMIN										
N. ADMIN										
94 SUPERVIS	256	49.75	73	15.75	8	2.50	2	.50	339	68.50
95 TRAIN			3	1.00					3	1.00
96 ON CAMP	217	37.75	25	5.25			3	1.00	245	44.00
97 OFF CAMP										
98 PUB SERV	42	7.75							42	7.75
99 OTHER					3	1.00			3	1.00
SUB-TOTAL	515	95.25	101	22.00	11	3.50	5	1.50	632	122.25
SUB-TOTAL	515	95.25	101	22.00	11	3.50	5	1.50	632	122.25
TOTAL $	5,133		4,073		6,318		1,500		17,090	
HRS		1,038.50		1,062.00		2,118.25		763.25		4,982.00

APPENDIX A

The California State University and Colleges
Technical Processing Cost Study
1972
Standardized Technical Processing Activities
Scope of Functions Performed

I. Acquisitions

A. Preliminary Activities

1. Open, sort and distribute incoming mail:
Mail is opened and sorted into like items (publishers' advertisements, catalogs, book requests, invoices, incoming books, serials, etc.), and distributed to appropriate processing point.

2. Review book order requests:
Book order requests are examined to determine their bibliographic completeness, their suitability to the scope of the collection, and the status of the funds against which they will be charged. Book order requests satisfy specific information needs and build the collection in departmental areas. Includes replacement orders.

~~3. Review selection media:~~
~~Selection media are periodically reviewed to identify new titles which should be added to the collection. Placement of orders by review of selection media satisfies the general subject scope of the collection.~~

~~4. Select titles to be ordered or kept:~~
~~Titles which satisfy departmental or general interests are selected for order placement, within budgetary limitations. Includes approvals and gifts.~~

5. Type library order request card:
Typist prepares library order request card from bibliographic information supplied by the requester. Information may be sent in the form of publishers' flyers, brochures, handwritten request lists, catalogs, bibliographies, etc. A single order request card is typed or handwritten for each title selected. Libraries frequently supply order request cards to each academic department, with instructions for order placement. They can then use the request card completed by the department rather than duplicate work with a separate typing.

6. Other

B. Ordering

7. Bibliographic searching: (corresponds to 42)
Requests are searched. (1) To establish entry, complete missing bibliographic information, and determine availability of title and LC copy through *Cumulative Book Index, National Union Catalog, Books in Print, Book Publishing Record,* card catalog, etc.; (2) to determine possible duplication of title, through card catalog and outstanding order file. Equivalent to activity 42 in Pre-Cataloging.

743. Search NUC:
Search NUC and LC catalog of printed cards to verify bibliographic data and locate cataloging information. Includes Polaroiding.

744. Search IDC-MCRS:
Search IDC-Micrographic Cataloging Retrieval System indexes to locate bibliographic data for cataloging input.

745. Search CARDSET:
Search CARDSET indexes to locate bibliographic data for cataloging input.

8. Assign vendor and fund:
Librarian designates dealer or publisher with whom an order will be placed, and indicates the fund to be encumbered.

9. ~~Prepare multiple order record:~~
~~Typist completes multiple order form for each title ordered, following oral or written instructions for each group of orders. Multiple order form may also be xeroxed or otherwise reproduced.~~

10. Type purchase requisition, etc.:
Typist prepares requisition or order, either in ordering a group of titles (initial order), or as a confirming request for payment for materials already received.

11. Revise typing:
Librarian examines typed orders, noting that information is accurately typed and is complete.

12. Sign and mail requests:
Requests are signed, appropriate vendor copies are placed in addressed envelopes and orders are mailed to assigned vendor or publisher.

13. Burst and file forms:
All forms are separated and sorted for distribution. Order forms prepared by xerox or other reproduction are cut apart and sorted for distribution. Sorted forms are filed in designated files; i.e., outstanding orders file, purchase requisition or order file, fund file, etc. Includes all acquisitions filing except as noted in Activity 1.

14. Encumbrance or prepayment routine:
Encumbrance entry is made in ledger under appropriate fund for each title ordered. If library budgetary records are calculated on unit record equipment, an encumbrance card(s) is keypunched from order record information.

15. Other

C. Receiving

16. Unpack books; check against packing list or invoice:
Packages containing books are opened, books are arranged for checking, and checked against packing slip and//or invoice. Incoming books are screened to determine which need special handling.

17. ~~Prepare confirming order:~~
~~Type order form for title received on approval plan, standing order, etc. Burst forms and file in appropriate file.~~

18. Check outstanding order file:
Outstanding order file slips are pulled, or date of receipt of book is noted on the slip which remains in order file until processing completed.

19. Check in serials and periodicals on Kardex:
Serials are separated from the other titles and are entered in the Kardex records before further processing. Includes loose-leaf services.

20. Collate books:
Book is examined page by page to determine whether signatures have been properly bound and print is clear.

21. Book return procedure (incorrect shipment, defective copy, approval books):
Books which have been incorrectly supplied, approval books not selected, and defective copies are prepared for return shipment to the supplying source.

22. Book accessioning routine:
Accession number is stamped on book for positive identification of individual title. Number may be stamped or otherwise recorded on one or more records as aid in identification, and in slipping charge cards. Formal accessions record (ledger) may be maintained in which accessions number, author, title, publisher, date, order source, price, etc., are recorded for each item accessioned. Informal accessions record may be in form of notebook of invoices or order slips stamped with accessions number.

23. Write sourcing information:
Information on source of order is written in each book, usually on the page following the verso of the title page: (1) Copy number of book; (2) date of receipt of book in library; (3) source of order (vendor or publisher); (4) list price of book.

24. Prepare gift record form:
A gift record is prepared for each book given the library which is added to the collection. (*Note:* A library order request card, or multiple order record may be typed, depending upon how many copies of the record the library requires in processing gift materials.) Includes exchange.

25. Book distribution routine:
A process form may be prepared to be routed with each title. Books are forwarded to the Cataloging Department, or placed in a holding area, depending upon available copy and processing treatment.

26. Prepare receiving report (claims schedule):
A report is prepared certifying receipt of materials for which payment is requested.

27. Prepare invoices for payment:
Invoices are checked to insure that all titles listed on the invoice have been received. Any discrepancies (incorrect shipment, defective copy, etc.) are noted, necessary

changes are made, and the invoice is certified for payment, either through preparation of a receiving report or by signature of the librarian on the invoice itself. Forms are sent to the Business Office for payment.

28. Expenditure routine:
Expenditure amounts are posted under appropriate titles and funds in the ledger (or an expenditure card is keypunched for each title paid). Fund encumbrance and expenditure data are maintained on current basis on a ledger or on punched cards. Periodic reports are distributed to academic departments for which library maintains records, and to purchasing or Fiscal Office. Credit memos are accounted for.

29. Other

D. Post-Cataloging

30. Clear or correct in-process file:
Order slips are pulled from outstanding orders file when Acquisitions receives notification from Cataloging that title is completely processed, and is ready for circulation.

31. File forms, etc., in completed records or discard:
Prepared forms used in the order process are filed in required completed orders files, or are discarded when removed from the in-process files.

32. Requester notification routine:
Requester is notified that title is processed and is ready for circulation.

33. Periodic accessions list routine:
A list of selected or total recent acquisitions is prepared on a periodic basis, and sent to faculty members. Includes serials listings, directories, print-outs, etc.

34. Other

E. Miscellaneous Activities

35. Correspondence, reports, statistics:
Miscellaneous correspondence, report preparation, and compilation of statistics directly relating to technical processing activities and not included elsewhere.

36. Claims routine:
Order files are periodically searched to locate orders which have been outstanding beyond the established period for claims. Form letters are prepared (or multiform slips are reproduced) and mailed to the ordering source, requesting explanation of delay in receiving requested material.

37. Cancellations routine:
Orders which the source cannot supply are cancelled, with possible placement to another source (dealer, publisher, out-of-print dealer). Appropriate forms are pulled from all in-process files at time of cancellation, reason noted, and determination made of desirability of a re-order.

38. Out-of-print order routine:
Desired out-of-print materials may be ordered through an out-of-print dealer or advertised in a publication such as the *Antiquarian Bookman* or the *Library Bookseller (TAAB)*. A letter is prepared for either purpose and mailed to the source. A request form is typed for each title ordered and filed in the in-process file.

39. Process inquiries:
Answer specific inquiries from requester regarding status of an order in process; general inquiries concerning status of in-process order noted in public catalog by patron; general inquiries regarding bibliographic information, i.e., author, title, date of publication, publisher, price, etc. Includes all acquisitions inquiries both to and from vendors.

40. Other

II. Cataloging

F. Pre-Cataloging

41. Sort books, assign and distribute:
Books delivered from the Acquisitions Department are sorted into categories for processing: i.e., added volumes, added copies, books with LC copy, books for which LC cards/copy must be searched, original cataloging, etc. Books are placed on book trucks and distributed to the appropriate processing area.

42. Search for cataloging copy; verify bibliographic information:
Additional searching is done to verify bibliographic data and to locate cataloging copy or copy closely approximating titles to be cataloged. Includes searching proof slip file.

43. Search NUC:
Search NUC and LC catalog of printed cards to verify bibliographic data and locate cataloging information. Includes Polaroiding.

44. Search IDC-MCRS:
Search IDC-Micrographic Cataloging Retrieval System indexes to locate bibliographic data for cataloging input.

45. Search CARDSET:
Search CARDSET indexes to locate bibliographic data for cataloging input and card reproduction.

46. Other

G. Obtaining and Maintaining LC Data

47. Order LC cards or other unit cards:
Cards to be ordered are determined, order is prepared (multiple-form LC slip, or preprinted, typed LC order), LC or other unit card order (Wilson cards, etc.) is sent, and interim (outstanding) order slip is filed. Unit cards are frequently ordered at the time orders for new titles are placed.

48. Receive and arrange LC cards or other unit cards:
Upon receipt of cards, order slip is pulled, cards are sorted, and matched, or held for filing (and later matching with incoming books).

49. Receive and arrange LC proof slips or proof sheets:
Upon receipt of proof slips, slips are examined, sorted and matched with books or held for filing. Proof sheets are examined, cut apart, sorted, and matched with books or held for filing.

50. File LC copy (cards or proof):
LC copy is sorted (unless received pre-sorted) and filed as it is received.

51. Other

H. Added Copies/Added Volumes Routine

52. Added copies/added volumes routine:
The main entry and shelf list cards are pulled, added copies or volumes are entered on these records (also the Kardex record in some cases) and the books are then ready for physical processing.

53. Other

I. LC Cataloging (i.e., that performed with LC Copy)

54. Match LC cards or proof copy and books:
Upon receipt of both book and LC card set, a match is accomplished through systematic, periodic check of both book holding shelves and LC card holdings drawers, or a proof copy is pulled.

55. Catalog and classify with LC cards/copy:
LC cards or copy are compared with book to insure that cards match the book in question. Titles are classified (LC or Dewey Decimal), entries may be checked in the public catalog, subjects established, and modifications made, if necessary. Call number is written inside the book.

55a. Shelf List Checking: (See 60)

56. Revision of Cataloging:
Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.

57. Other

J. Original Cataloging (No LC Copy Available)

58. Original cataloging and classifying:
Cataloger performs descriptive cataloging, subject analysis, classification, and authority work (i.e., name subject, etc.) for titles for which no LC copy is available.

Cataloger prepares a work slip or work sheet to be used in typing copy for catalog card reproduction.

59. Revision of Cataloging:
Cataloging and classification are checked by *someone other than the cataloger himself* to ensure correctness and appropriateness. Corrections or changes are made as necessary.

60. Shelf List Checking:
The shelf list is examined to prevent duplicate assignment of a call number. A temporary shelf list slip/card is prepared and filed to reserve the call number while the book is being processed, and before a permanent shelf list card is prepared and filed.

61. Other

K. Card Reproduction and Processing

62. Type complete card sets:
Complete card sets are typed; or additional cards are typed as required to complete card sets.

63. Type master card:
A master card is typed, to be used in reproducing sets of unit cards by electrostatic or photoreproductive processes. A complete set of catalog cards may be typed in lieu of reproducing the set.

64. Revise master card:
Master card is proofread to correct any typing errors. If a complete set of catalog cards is typed, each card must be examined for errors.

65. Type modification on a card or proof slip:
Close copy is modified, if little modification is required. Modified copy then serves as master card for reproduction of card sets.

66. Reproduce card sets (other than typing):
Some method of card reproduction is used to duplicate a set of catalog cards from each master card typed. Include time spent on maintenance of equipment if done by Technical Processing staff.

67. Sort cards into sets:
Reproduced cards are sorted into sets after reproduction (and cutting, if necessary).

68. Type call number, added entries:
Call number is typed on cards in the set; established added entries are typed at top of cards in the set; shelf list card is typed.

69. Revise typing on card sets:
Cards are revised to verify accuracy of typing, both of call number and added entries.

70. Prepare authority cards:
Authority cards are typed or otherwise prepared as necessary for authority files mentioned.

71. Prepare cross-reference cards:
Cross-reference cards are typed or otherwise prepared as new subject (and corporate) entries are established, and emphasis on established subjects changes.

72. Other

L. End Processing

73. Prepare circulation card:
A circulation charge card(s) is typed or prepared for all books processed into the library's circulation collection.

74. Prepare book pocket:
Identifying bibliographic elements may be typed on the book pocket; or adhesive label containing elements may be attached to the pocket.

75. Mark call number or place label on spine of volume:
Call number is hand lettered or otherwise placed on the spine of a book (through use of self-adhesive labels, commercial labeling machines, etc.). Special location designation strips and symbols are affixed to spine.

76. Affix pocket and date due slip. Affix gift plate:
Book card pocket is glued into book in a predetermined position. Date due slip is tipped in. Gift plate is pasted in book in a fixed position.

77. Affix biographical and review material in book:
Biographical material about the book's author, and significant reviews found on dust jacket are clipped and pasted in book.

78. Stamp property marks:
The library's identifying stamp is placed on the book at several fixed locations (i.e., edge stamp, title page, secret page, etc.).

79. Affix plastic jacket to book:
Plastic jacket is placed over dust cover and affixed to the book.

80. Bindery Routine (Preparation and Receiving):
Paperback books and other paperbound materials are prepared for shipment to the State Printer or local bindery. Paperwork required for the bindery is prepared. Upon return, the shipment is checked, records changed to reflect titles, which have been returned, and volumes readied for processing.

81. Library binding and mending:
Libraries equipped for "home binding" may bind paperback books or place in pamphlet binders. Includes general repair or mending.

82. Revise completed books before forwarding to circulation:
Completely processed books are checked to insure accuracy of typing and processing.

83. Distribution:
Books are sorted according to various categories or destinations, e.g., reference, new book display shelf, and are delivered to their destination.

84. Cancellations and Withdrawals:
Materials which are declared lost (cancellations) or withdrawn because of excessive wear, obsolescence, etc., require that the library records be changed, catalog cards, shelf lists, etc., be removed or changed as appropriate and the physical volumes, if available, are stamped "withdrawn" and discarded.

85. Other

M. File Maintenance

86. Sort and arrange shelf list:
Cards (shelf list, ~~main catalog~~, authority, cross-reference, etc.) are arranged in order in which they will be filed.

87. File shelf list:
Cards are filed in the shelf list, ~~public catalog~~ and other files following library's rules for systematic arrangement of card files.

88. Revise filing of shelf list:
Filing is checked to insure its accuracy; corrections are made where necessary.

89. Sort and alphabetize *all* catalog cards in the set:
This function includes the sorting and alphabetizing of card sets for new titles, main entry and analytic cards for added volumes, cards for titles recataloged or reclassified, cards withdrawn to update entry, etc. These cards are arranged in 26 groups according to the 1st letter of the 1st word of catalog entry with additional sortings of each subgroup by 2nd or 3rd letter, and the final arrangement of each subgroup in alphabetic order, word by word, to the end of the entry in each card.

90. File *all* catalog cards:
Interfiles of all catalog cards sorted and alphabetized as in 89 in the public catalog and the authority file which the catalog department maintains.

91. Revise filing of all catalog cards:
This function may include any or all of the following activities: review of filing of catalog cards as mentioned in 90; notification and correction of filing errors, and the making of filing decisions.

92. Catalog maintenance (other than filing):
Replacement of worn or mutilated cards, correction of changed or incorrect entries, etc., is entailed in maintenance of the card catalog.

93. Other

N. Administration

94. Supervision:
Identifiable supervisory activities not inherently included in other activities. Includes review, coordination, and supervisory activities associated with conduct of this study.

95. In-service training:
Includes time spent, whether on- or off-campus, attending workshops, seminars, lectures, etc. which are intended to maintain or upgrade skills. Also, includes travel time to and from place of work.

96. On-campus meetings:
Includes time spent in attending and participating in campus meetings, whether or not related to library functions.

97. Off-campus meetings:
Includes time spent in attending and participating in any off-campus meeting authorized by supervisor.

98. Public Service Activities:
Includes activities performed by technical service staff unless defined above.

99. Other

Instructions for Completing Function Worksheet:

Function Worksheets are to be completed and submitted to Academic Planning weekly.

Block 1 Heading Information

College:	College name.
Function Name:	Provided on worksheet.
Author:	Initials of the library staff member responsible for coordinating the study.
Dates:	Inclusive dates for the data reported. New worksheets should be used each week of the study.

Block 2 Employee Identifier

Assigned to:	Place check mark to indicate whether employee is assigned to Public or Technical Services.
Code:	Enter name, initials, number, or other code to identify the employee. This information is primarily for library use to assure that the report covers all personnel performed technical processing activities.
Classification:	Enter payroll classification.
Salary/Step:	Enter monthly salary rate and the salary step.
Hourly Rate:	Do not fill in this space.

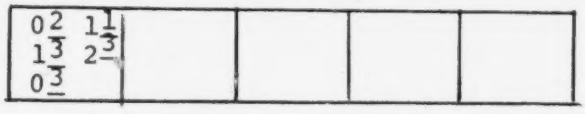
Block 3 Activity Name

Standard defined activities are listed as shown in the general instructions.

Block 4 Personnel Hours

Enter time in quarter-hour segments per 8-hour day for columns Monday through Friday, or for any other 5-day period a person may work. Enter quarter-hour segments as $\frac{1}{}$, $\frac{2}{}$, or $\frac{3}{}$. Times reported should be those times actually spent in an activity excluding breaks. For example, if 6 hours are spent performing an activity, during which period two 15-minute coffee breaks are taken, the entry would be $5\frac{2}{}$ (hours). The form may be used as a worksheet to accumulate hours when, on a particular day, a

person performs an activity several times. The entry may therefore appear as



APPENDIX C

Instructions for Completing Production Unit Summary Report:

Production Unit Summary Reports are to be completed and submitted to Academic Planning on a weekly basis.

Production units, except for Government Publications are to be determined and reported for those functions for which realistic units can be ascertained. These are defined below. Not every function will yield a realistic unit of production, and no effort will be made to develop one. Where this occurs, personnel costs of these functions will be prorated among the other functions of Acquisitions or Cataloging.

I.	A.	Preliminary Activities:	Report the number of book order *requests* processed.
	B.	Ordering:	Report the number of *titles* ordered.
	C.	Receiving:	Report both the number of *titles* received and the number of *volumes* received. Count only *new titles* of periodicals, not issues. Count each physical unit of microforms – role, fiche, card – as a volume.
II.	H.	Added Copies/Added Volumes Routine:	Report the number of *volumes* added.
	I.	LC Cataloging:	Report the number of *titles* cataloged. Include analyzed continuations, recataloging and reclassifications.
	J.	Original Cataloging:	Report the number of *titles* cataloged. Include recataloging and reclassification.
	K.	Card Production and Processing:	Report the number of *card sets* produced, not purchased.
	L.	End Processing:	Report the number of *new volumes* processed, the number of *volumes* mended, and the number of *volumes* bound. Include in-house binding count in "volumes mended." Number of volumes bound are those which have been sent out for binding and should be counted at receipt from the bindery.

APPENDIX D

FACTORIALS USED TO DERIVE SUMMARY AND UNIT COSTS
(Note: numbers refer to defined activities)

GENERAL SUMMARY

ORDERING

Total = Σ2, 5, 6,7*,742*,743, 744, 745, 8, 10, 11, 12, 13, 14, 15, 36, 37, 38

$$\text{Unit} = \left(\frac{\Sigma 2, 5, 6,7^*,742^*,743, 744, 745}{\#\text{ requests processed}}\right) \text{ plus } \left(\frac{\Sigma 8, 10, 11, 12, 13, 14, 15, 36, 37, 38}{\#\text{ titles ordered}}\right)$$

$$\% = \frac{\text{Ordering total}}{\text{Library total}}$$

CATALOGING

Total = Σ41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 55a, 56, 57, 58, 59, 60, 61

$$\text{Unit} = \left(\frac{\Sigma 41\text{-}51, 54\text{-}61}{\#\text{ titles cataloged}}\right) \text{ plus } \left(\frac{\Sigma 52, 53}{\#\text{ added copies/volumes}}\right)$$

$$\% = \frac{\text{Cataloging total}}{\text{Library total}}$$

PROCESSING

Total = Σ62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 82, 85

$$\text{Unit} = \left(\frac{\Sigma\ 62\text{-}72}{\#\text{ card sets produced}}\right) \text{ plus } \left(\frac{\Sigma\ 73\text{-}79, 82, 84}{\#\text{ volumes processed}}\right)$$

$$\% = \frac{\text{Processing total}}{\text{Library total}}$$

RELATED ACTIVITIES

Total = Σ 1, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 39, 40, 80, 81, 83, 84, 86, 87, 88, 89, 90, 91, 92, 93

$$\% = \frac{\text{Related activities total}}{\text{Library total}}$$

*Information for activity 7 was erroneously entered as 742 in a few instances. Therefore, to ensure inclusion of all data in this report, 742 is also shown in the factorials.

TOTAL

Library total = Ordering total plus Cataloging total plus Processing total plus Related Activities total

UNIT COST SUMMARY (Letters in parentheses below refer to the number lines on Appendix C)

Process request (A) = $\frac{\Sigma\ 2, 5, 6, 7^*, 742^*, 743, 744, 745}{\#\ \text{requests processed}}$

Title ordered (B) = $\frac{\Sigma\ 8, 10, 11, 12, 13, 14, 15, 36, 37, 38}{\#\ \text{titles ordered}}$

Title received (C) = $\frac{\Sigma\ 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29}{\#\ \text{titles received}}$

Volume received (D) = $\frac{\Sigma\ 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29}{\#\ \text{volumes received}}$

Vol/Copy added (E) = $\frac{\Sigma\ 52, 53}{\#\ \text{added vols/copies cataloged}}$

LC catalog (F) = $\frac{\Sigma\ 54, 55, 55a, 56, 57}{\#\ \text{titles LC cataloged}}$

Orig catalog (G) = $\frac{\Sigma\ 58, 59, 60, 61}{\#\ \text{titles original cataloged}}$

Card sets produced (H) = $\frac{\Sigma\ 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72}{\#\ \text{card sets produced}}$

Volume process (I) = $\frac{\Sigma\ 73, 74, 75, 76, 77, 78, 79, 82, 85}{\#\ \text{volumes processed}}$

Volume mend (J) = $\frac{81}{\#\ \text{volumes mended}}$

Volume bound (K) = $\frac{80}{\#\ \text{volumes bound}}$

BIBLIOGRAPHIC SEARCH SUMMARY

General search = $\Sigma 7^*, 742^*, 42, 46$

NUC search = $\Sigma\ 743, 43$

MCRS search = $\Sigma\ 744, 44$

CARDSET search = $\Sigma\ 745, 45$

*Information for activity 7 was erroneously entered as 742 in a few instances. Therefore, to ensure inclusion of all data in this report, 742 is also shown in the factorials.

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Preliminary Activities AUTHOR: _____	Page_____ of_____ Month _____ Week Dates_____ thru _____
2	EMPLOYEE IDENTIFIER Assigned to PS____ or TS ____ Local Code: _____	Classification: _____ Monthly Salary: $ _____ Salary Step _____	Analyst's use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
1. Open, sort and distribute incoming mail.							
2. Review book order requests.							
3. Review selection media.							
4. Select titles to be ordered.							
5. Type library order request card.							
6. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Ordering AUTHOR: _____	Page 1 of 2 Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____ Classification: _____ Analyst's use
Local Code: _____ Monthly Salary: $ _____ Salary Step _____ Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
7. Bibliographic searching.							
8. Assign vendor and fund.							
9. Prepare multiple order record.							
10. Type purchase requisition, etc.							
11. Revise typing.							
12. Sign and mail requests.							
13. Burst and file forms.							
14. Encumbrance or pre-payment routine.							
5 COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Ordering, Continued AUTHOR: _____	Page 2 of 2 Month _____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
15. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Receiving AUTHOR: _____	Page 1 of 2 Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
16. Unpack books; check against packing list or invoice.							
17. Prepare confirming order (approvals, standing orders, etc.)							
18. Check outstanding order file.							
19. Check in serials and periodicals on Kardex.							
20. Collate books.							
21. Book return procedure (incorrect shipment, defective copy, approval books).							
22. Book accessioning routine.							
23. Write sourcing information.							
5 COMMENTS/FOOTNOTES							

FUNCTION WORKSHEET | 1 | COLLEGE: _____ FUNCTION: Receiving, Continued AUTHOR: _____ | Page 2 of 2 Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____
Analysts use Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS — Enter times in quarter-hour segments per 8-hour day					Analysts use	
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
24. Prepare gift record form.							
25. Book distribution routine.							
26. Prepare receiving report (claims schedule).							
27. Prepare invoices for payment.							
28. Expenditure routine.							
29. Other (specify)							
5 COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Post-Cataloging AUTHOR: _____	Page_____ of_____ Month _____ Week Dates_____thru_____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
30. Clear in-process file.							
31. File forms, etc. in completed records or discard.							
32. Requester notification routine.							
33. Periodic accessions list routine.							
34. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET

1 COLLEGE: _____
FUNCTION: Miscellaneous Activities
AUTHOR: _____

Page _____ of _____
Month _____
Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS (Enter times in quarter-hour segments per 8-hour day)						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS (Analyst's use)	
35. Vendor status routine.							
36. Claims routine.							
37. Cancellations routine.							
38. Out-of-print order routine.							
39. Process inquiries.							
40. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET

1 COLLEGE: _____
FUNCTION: Pre-cataloging
AUTHOR: _____

Page _____ of _____
Month _____
Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____

Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY

4 PERSONNEL HOURS
Enter times in quarter-hour segments per 8-hour day

ACTIVITY	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
41. Sort books, assign and distribute.							
42. Search for cataloging copy: verify bibliographic information.							
43. Search NUC.							
44. Search IDC-MCRS.							
45. Search CARDSET.							
46. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Obtaining and Maintaining L.C. Data AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day					Analyst's use	
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	
47. Order LC cards or other units.							
48. Receive and arrange LC cards.							
49. Receive and arrange LC proof slips or proof sheets.							
50. File LC cards (cards or proof).							
51. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Added Copies/Added Volumes Routine AUTHOR: _____	Page _____ of _____ Month _____ Week-Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS	Analyst's use
52. Added copies/added volumes routine.							
53. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: L. C. Cataloging AUTHOR: _____	Page _____ of _____ Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____ Classification: _____ Analyst's use
Local Code: _____ Monthly Salary: $ _____ Salary Step _____ Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
54. Match LC cards or proof copy and books.							
55. Catalog and classify with LC cards/copy.							
55a. Shelf list checking.							
56. Revision of cataloging.							
57. Other (specify) (U.C. catalogs and other acceptable sources).							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET

1 COLLEGE: _____
FUNCTION: Original Cataloging
AUTHOR: _____

Page _____ of _____
Month _____
Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____

Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
58. Original cataloging and classifying.							
59. Revision of cataloging.							
60. Shelf listing.							
61. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET | 1

COLLEGE: _____
FUNCTION: Card Reproduction and Processing
AUTHOR: _____

Page 1 of 2
Month _____
Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____

Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS (Enter times in quarter-hour segments per 8-hour day)						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS (Analyst's use)	
62. Type complete card sets.							
63. Type master card.							
64. Revise master card.							
65. Type modification on a card or proof slip.							
66. Reproduce card sets (other than typing).							
67. Sort cards into sets.							
68. Type call number, added entries.							
69. Revise typing on card sets.							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: ____ FUNCTION: Card Reproduction and Processing, Continued AUTHOR: ____	Page 2 of 2 Month ____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: ____
Classification: ____
Monthly Salary: $ ____ Salary Step ____
Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
70. Prepare (typing) authority cards.							
71. Prepare (typing) cross-reference cards.							
72. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: End Processing AUTHOR: _____	Page 1 of 2 Month _____ Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
73. Prepare circulation card.							
74. Prepare book pocket.							
75. Mark call number or place label on spine of volume.							
76. Affix pocket and date due slip; affix gift plate.							
77. Affix biographical and review material in book.							
78. Stamp property marks.							
79. Affix plastic jacket to book.							
80. Binding routine (State Printer or Commercial binder).							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

FUNCTION WORKSHEET	1 COLLEGE: _____ FUNCTION: End Processing, Continued AUTHOR: _____	Page 2 of 2 Month _____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____
Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
81. Library binding and Mending.							
82. Revise completed books before forwarding to circulation.							
83. Distribution							
84. Cancellations and withdrawals.							
85. Other (specify)							
5 COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET

1 COLLEGE: _____
FUNCTION: File Maintenance
AUTHOR: _____

Page _____ of _____
Month _____
Week Dates _____ thru _____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____

Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	TOTAL HOURS Analyst's use	
86. Sort and arrange shelf list.							
87. File shelf list.							
88. Revise filing of shelf list and all catalog cards.							
89. Sort and alphabetize all catalog cards in the set.							
90. File all catalog cards.							
91. Revise filing of all catalog cards.							
92. Catalog maintenance.							
93. Other (specify)							
5 COMMENTS/FOOTNOTES							

CALIFORNIA STATE UNIVERSITY & COLLEGES TECHNICAL PROCESSING COST STUDY - 1972

FUNCTION WORKSHEET	1	COLLEGE: _____ FUNCTION: Administration AUTHOR: _____	Page _____ of _____ Month _____ Week Dates ____ thru ____

2 EMPLOYEE IDENTIFIER
Assigned to PS ____ or TS ____
Local Code: _____
Classification: _____
Monthly Salary: $ _____ Salary Step _____

Analyst's use
Hourly Rate

3 ACTIVITY	4 PERSONNEL HOURS Enter times in quarter-hour segments per 8-hour day						
	MON.	TUE.	WED.	THUR.	FRI.	Analyst's use TOTAL HOURS	
94. Supervision							
95. In-service training.							
96. On-campus meetings.							
97. Off-campus meetings.							
98. Public Service Activities.							
99. Other (specify)							
5 COMMENTS/FOOTNOTES							

(Cost Study Form 1)

APPENDIX F

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
TECHNICAL PROCESSING COST STUDY – 1972

PRODUCTION UNIT SUMMARY

College: _____ Date: _____

Author: _____

	Books & Serials	Periodicals	A-V & Other Graphic Mat.	Microforms	Total
I. A. Preliminary Activities					
(A) (No. Requests Processed)					
B. Ordering					
(B) (No. Titles Ordered)					
C. Receiving					
(C) (No. Titles Received)					
(D) (No. Volumes Received)					
II. H. Added Copies/Added Volumes					
(E) (No. Volumes Added)					
I. LC Cataloging					
(F) (No. Titles Cataloged)					
J. Original Cataloging					
(G) (No. Titles Cataloged)					
K. Card Production & Processing					
(H) (No. Card Sets Produced)					
L. End Processing					
(I) (No. New Vols. Processed)					
(J) (No. Volumes Bound)					
(K) (No. Volumes Mended)					

Note: Letters in parentheses refer to columns of table, Production Unit Summary, page 4 of this report.

COMMENTS: